

Public Libraries

(MONTHLY)

Vol. 4

November, 1899

No. 9

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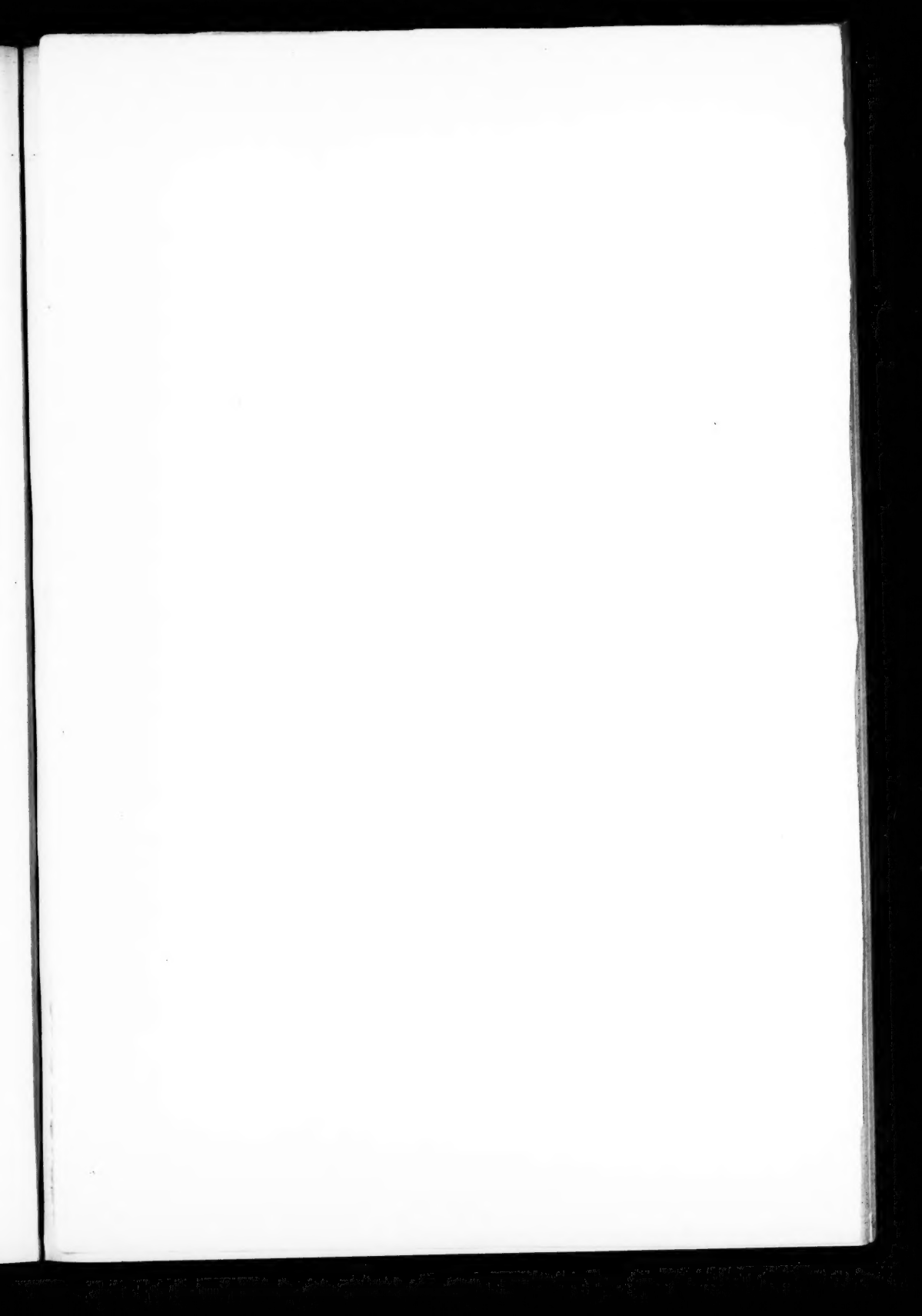
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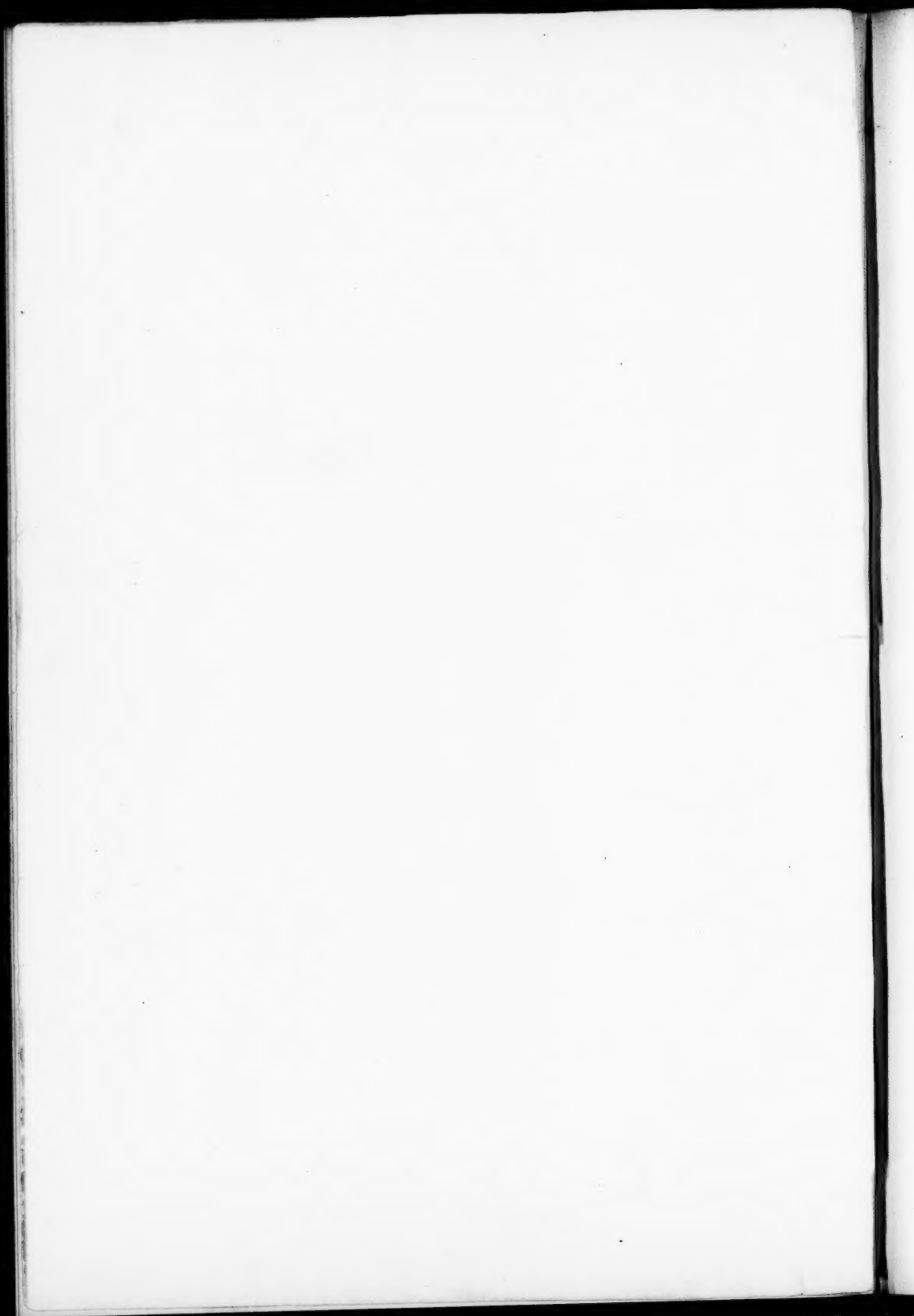
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Contact with the Public*

Gratia Countryman, Public library, Minneapolis

If I should tell you that we are engaged in one of the greatest educational movements of the day—you have heard that before. If I should say that the library was a great mission, and that you were the dispenser of good gifts to the people—you have already considered the missionary side of your work, and you are already impressed by the power for good which lies in your chosen profession.

I do not doubt for one instant that you all feel the importance of our work, and that we all are ambitious to do the best thing possible for our libraries. The very fact that we are here proves our motives.

Getting preparation and knowledge for our work is one thing, giving it out again in the most helpful way is another. Having a real sympathy with the public in a mass is one thing, dealing faithfully with each individual is another. Day in and day out you must stand at your desk; you must meet the rich and the poor, the dreadfully ignorant and the educated, the snobbish egotist and the well-bred gentleman. You listen to praise and blame, to thanks and to complaints, and it makes no difference whether you are tired or rested, or sick or well. And when you are ready to drop at night, and the circulation for the day comes up into the thousands, you almost forget the glory of the work; you are no longer soaring in the clouds, you are treading a thorny path.

* Read before the Wisconsin library association, August, 1899.

Nevertheless, right here at this point of contact with the people is the proof of your theory. This is where the success of your library is tested, and where your own method is tried. In a larger library there is no point so important as the issue desk. It is the point around which the whole library revolves. All the other work of the library is subservient to it, for at the point when books and people are finally brought together the purpose of the library existence is fulfilled.

In a small library, where the librarian is her own cataloger, classifier, and desk assistant in one, success does not so much depend upon her technical skill as upon what she is and what she does and how she does it, when standing face to face with her people.

No amount of knowledge will make up for an indifferent spirit, nor training for the least discourtesy of manner, even under the most trying circumstances.

Probably just as long as we and the public are human there will be some friction at this point of the contact, but I believe that in the most of libraries there is much more friction than is right or necessary. Friction impedes progress, and friction should be avoided even if we often pocket our pride and swallow our vexation.

The very first thing for an assistant to learn is, that she is a servant of the people; she does not own the library, nor the books, nor even her own time. The books belong to the people, and they are only coming to their own. She is the medium through which they get what they want. She is at their service; it must not appear as if it were a

personal sacrifice of time and labor for her to search out what somebody wants. She is there for that purpose, and her manner must be an obliging one, without the least hint of bestowing a favor.

A good deal is said about the spirit of our work, but there is much to be said about our manner. An old proverb says, *Manners maketh man*, and certainly charm of manner at the issue desk goes a long way toward making the public feel at ease, and smoothing the pathway of all concerned. Sometimes a kind-hearted assistant, who really intends to do the best thing, fails because she has not cultivated a graciousness of manner. Next to willing and tireless service comes tact and cultivated manners. Now this subject of manners is a delicate subject. It is hard to tell an assistant that she fails at that point. Maybe it is only in the way she talks; or the curt, abrupt manner; or an apparent disobligingness; or something for which you can scarcely find a name, and yet which puts her in a false light with everybody but those who know her best, and keeps her from forming kind relations with the people she serves.

Perhaps the public will make some ridiculous blunder in calling for books; but it isn't necessary for Miss Helpful to set them right, and make them uncomfortably conscious of their shortcomings if she can get what they want without it. "I do not like to ask Miss S. for anything. She makes me feel how little I know." This poor maligned assistant had the best intentions in the world, but she was young and just out of college, and failed to find her position for awhile; learned to be of the people, not apart or above them.

One thing seems to me inexcusable, and that is the printing of the funny little blunders people make. We may smile among ourselves at the strange requests made of us, but it is wholly unkind to make them a subject for public amusement. It is bad enough to be patronized, but it is worse to be laughed at. Many an ignorant person is painfully conscious of his limitations, and

if he sees in the paper an article which is evidence to him that his mistakes are laughed at, he is liable to stay away from the library altogether. Even if the blunders chronicled are not his, he is justified in feeling that he is under criticism at the library.

Another subject which causes much friction is the rules and regulations. I am not sure that we do not deserve a fair amount of criticism here. We ought not to have a single regulation which we can get along without. The people object terribly to red tape, e. g., a business man whose name is good for any amount does not see why he should be vouched for before he can draw books, and I don't see either. It is in our library a subject of irritation many times, and more than one man has felt his integrity called in question because he had to file a guarantee. Personally I think our relations with the public would be much pleasanter if this and a few other pieces of red tape were done away with. Only such rules should be made as are either safeguards, or designed to produce the greatest good to the greatest number. If they don't really accomplish these they are a source of aggravation to a conscientious assistant who feels that she must enforce them whether or no. Of course the public often cannot understand the reason for a really necessary rule, but they can usually be reconciled to it by a little explanation. You and I would probably want to know the reason why if we were on the outside. I am sure I should be an interminable nuisance if I stood outside instead of inside, and could not get what I wanted because a senseless regulation hindered me. I should certainly want to know why, and I should expect the assistant to tell me, even if she had explained it 50 other times that day; and so I feel willing to appease other people, even at the cost of telling the same thing dozens of times a day. Another righteous criticism came to my ears one day when I heard one lady say to another: Oh, I can get anything I want at the library; my friend, Miss D, works there. The other one answered:

Yes; if you know anyone there you are all right, and if you don't it makes a difference.

Sometimes one's friends and acquaintances are very thoughtless, and they ask us to break rules in their favor and to do things for them that we could not do for everybody, and it is harder to refuse a friend than a stranger; but no assistant can afford to use her position to aid her personal friends. The library belongs equally to all, and what we can do for one we can do for another. The public will not stand discrimination, and it seems to me a dreadful accusation when anybody can truthfully say that he is better served for knowing personally a member of the staff. I am unjust to all the rest if I make a habit of granting to my friends privileges that I must refuse to others. I know of no better way to determine our right relations with the people under certain circumstances than by trying to imagine that we stand on the outside in their place. It is a case of doing as you would be done by.

But I have tried to mention only some of the grounds of complaint against us, but haven't we some grounds of complaint against the people? Oh, yes; they do make heavy drafts on our best tempers and our best manners; but we are not considering their relation to us, but our attitude toward them. We have to take them as we find them. It is only ourselves that we are responsible for. We cannot change them very much but we can change ourselves.

The ideal assistant or librarian who does the most good for the people with whom she comes in direct contact will have these three characteristics. The ideal, I repeat:

- 1 A genuine, sincere character,
 - 2 Kind and conciliatory manners,
 - 3 A good education,
- and important in just that order.

Probably we are all conscious of falling far below our ideal, but we are all aiming toward it and aiming high. God speed the mark!

Pictures and How to Use Them*

Mary E. Dousman, Milwaukee public library

If the librarian who becomes interested in the picture side of library work is not naturally a collector, she will acquire a habit of gathering together material for this work as soon as she sees in it its fascinating possibilities. If she is a lover of childhood she will see in every illustrated magazine or paper something which she can use. Collecting pictures will become her hobby, and where and how to get them part of her everyday living. Her friends even become her prey, and they give, and with apparent cheerfulness, their cherished odds and ends in the shape of magazines, pictures, and the like. These are given the more willingly after once they have seen the use to which the half-worn copies of the papers are put. Careful trimming, mounting, and arranging completely transforms them into useful and attractive bulletins.

Children themselves occasionally contribute to the picture collection. A boy brought an excellent steel engraving of the signing of the Declaration of independence. As a rule those brought by the children are quite well chosen, and seldom have to be discarded on account of unsuitability. The spirit which prompts them to make the gift is worth even more than the picture. Visitors and patrons on seeing pictures about the library will ask how they are obtained, and on learning that they are often loaned or given, ask if they too may help.

Too much stress cannot be laid on the importance of gathering pictorial material bearing on the local history of the city or town. Every library can have a collection which will be unique in its way, and valuable not only to the present but the future generations, and with no great outlay in matters of expense. Amateur photographers can assist greatly in making such a collection.

Sample copies of different magazines contain excellent material. A collec-

* Extracts from a paper read before the Wisconsin library association, August, 1899.

tion of these pictures mounted on manilla paper may be circulated in the public schools.

In clipping pictures for mounting, it is well to keep the text where it is of value, as descriptive matter will make the picture more interesting, and may arouse a desire for more information on the subject.

The discarded picture-books make such beautiful decorations for a baby corner, that while one watches with sorrow the going to pieces of these lovely books, there is consolation in the knowledge that the tattered and soiled remnants will be a joy to look upon when they are cut out, cleaned, and mounted on board of suitable shade and color. Maude Humphrey's *Mother Goose* and *Fairy tales* are prettiest of all. They serve also as a catalog for little children who ask for the books with such and such pictures in them.

To call attention to books of travel and history, pictures may be used with good results. American history may be pictured out, and if one wishes to follow the school work through the year, much valuable aid may be given teachers and pupils.

A collection of portraits and picture clippings grows very fast, and unless it is kept well in hand it is practically useless. Time is short enough, and ought not to be wasted looking for material on a subject. Portraits of persons, with all material pertaining to them, such as pictures of their homes, haunts, etc., may be filed together; other pictures filed under the subject, using as many subject headings as necessary; material for special holidays, anniversaries, etc., should be kept by itself, additions to the collections filed with them ready for the next year.

Gather all you can, but use sparingly. There is such a fascination in the picture work in children's rooms that there is great danger in overdoing. The subject to be illustrated should be well understood, carefully thought out, and well arranged. Then it should be hung long enough for the children to become familiar with it. Too many pictures at

a time and too many changes are bewildering enough to the adult; what effect must they have on the child's mind? Too many pictures take away from the dignity of the room, and produce an effect which is not good if it is not positively harmful.

The highest purpose of picture exhibits in libraries, as elsewhere, is to uplift and inspire people to higher ideas. If the public library of today is to become, as it should, a center of public happiness, as well as an educational institution, every means to attain this end should be utilized.

Begin with the children and try to develop in them a love for the beautiful which lies, though often hidden, in every human soul. Someone has said we speak too much of the beauty of holiness, not enough of the holiness of beauty. Mere book knowledge is not enough to make a well-rounded, beautiful character; and it is part of the mission of the children's librarian to help round out the nature of the children with whom she comes in contact.

By ministering gently and sympathetically to their needs; by making the surroundings homelike and attractive; by calling to her aid the great artists of the past and present—in good copies of reproductions—she may exert an influence for good which is inestimable.

In the cities, many of the children who frequent the library scarcely ever see the meadow or the country in the springtime. The songs of the birds and the music of the brooks are unknown harmonies to their ear. There is no better way to cultivate the imagination, to open their eyes to the wonderful beauty of the universe, than by the use of pictures.

A. L. A. Proceedings, 1899

The A. L. A. proceedings for 1899 were issued in July, and have been mailed to all members of the A. L. A. who have paid dues for 1899. Other members will receive the volume on payment of dues to the treasurer, Gardner M. Jones public library, Salem, Mass

that librarians did not know what they wanted. As a consequence pleasant relations did not exist. Perhaps it is not too much to say that the librarian was quite as stubborn as the architect, and both were too persistent in endeavoring to carry their point. And if I may make bold to say it, the librarian is still liable to make a mistake. Happily the old feeling is removed, thanks to C. C. Soule, who at the San Francisco conference in 1891 set forth so clearly and concisely the Points of agreement among librarians as men to library architecture. It opened the eyes of both professions, and proved conclusively that active, progressive, and liberal architects and librarians were very near together on vital points; and inferred that where there was disagreement it was quite as often the fault of the librarian as of the architect. They had misunderstood each other, and were surprised to find how little difference really existed between them. Today each acknowledges the good qualities of the other; and it is the exception rather than the rule that architects do not consult several librarians when preparing designs for library buildings, and particularly if in competition.

Competitive contests are responsible in a great measure for further cooperation; and as the time goes on the relations are bound to grow closer and more intimate.

Site

The consideration of site is quite as important as the building itself, and demands the calm deliberation and best judgment of clear-headed and far-seeing men. The right of condemnation of property should be given the board of trustees whenever the property desired cannot be purchased at a fair valuation. Unless this authority is conferred, and it becomes known that certain plots are "being looked at," the property takes a sudden rise in price, and then the most desirable location cannot be selected on account of the absurd value set on the land wanted. The interest of the public is not really aroused until this subject is first

broached, and if general apathy has heretofore ruled, general nobility is now in command. Veritas, Constant reader, Wellwisher, and their followers, will immediately take a hand in advising the trustees (through the daily and weekly newspapers) as to the best location. Such interest is wholesome, and if of no practical value to the board, it tends to clear the atmosphere and please the people.

It will, I think, be admitted that the library should be near the business section; and it will just as readily be conceded that the best location for a library building is not necessarily on the main street. The principal street of any city is sure to be the noisiest, and property abutting thereon more valuable than a block or two away, so that pecuniary and other considerations point to a quiet neighborhood, easily accessible from the main street, as being the ideal spot. The shopping district is the magnet which draws the crowd, and the library to do the greatest good must be near the charmed circle. The gift of land may make it obligatory to locate in the residence section, in which case it will be found essential to establish a branch down-town to accommodate business people.

In selecting the site, trustees, taking into account the prospective growth of the institution, will purchase land enough to admit of extending the building at some future time; or if funds on hand do not justify this outlay, then the location should be such as to make the purchase of adjoining property feasible at a reasonable figure.

The site having been definitely determined upon, the next step is to decide whether the architect shall be selected outright or a competition inaugurated. The latter method has been in favor for many years and may be commended. The competition is now on in earnest, and there is nothing to do but wait patiently until the designs are presented and the result made known by the board of trustees.

It is understood that the selection of an architect means that he will work in

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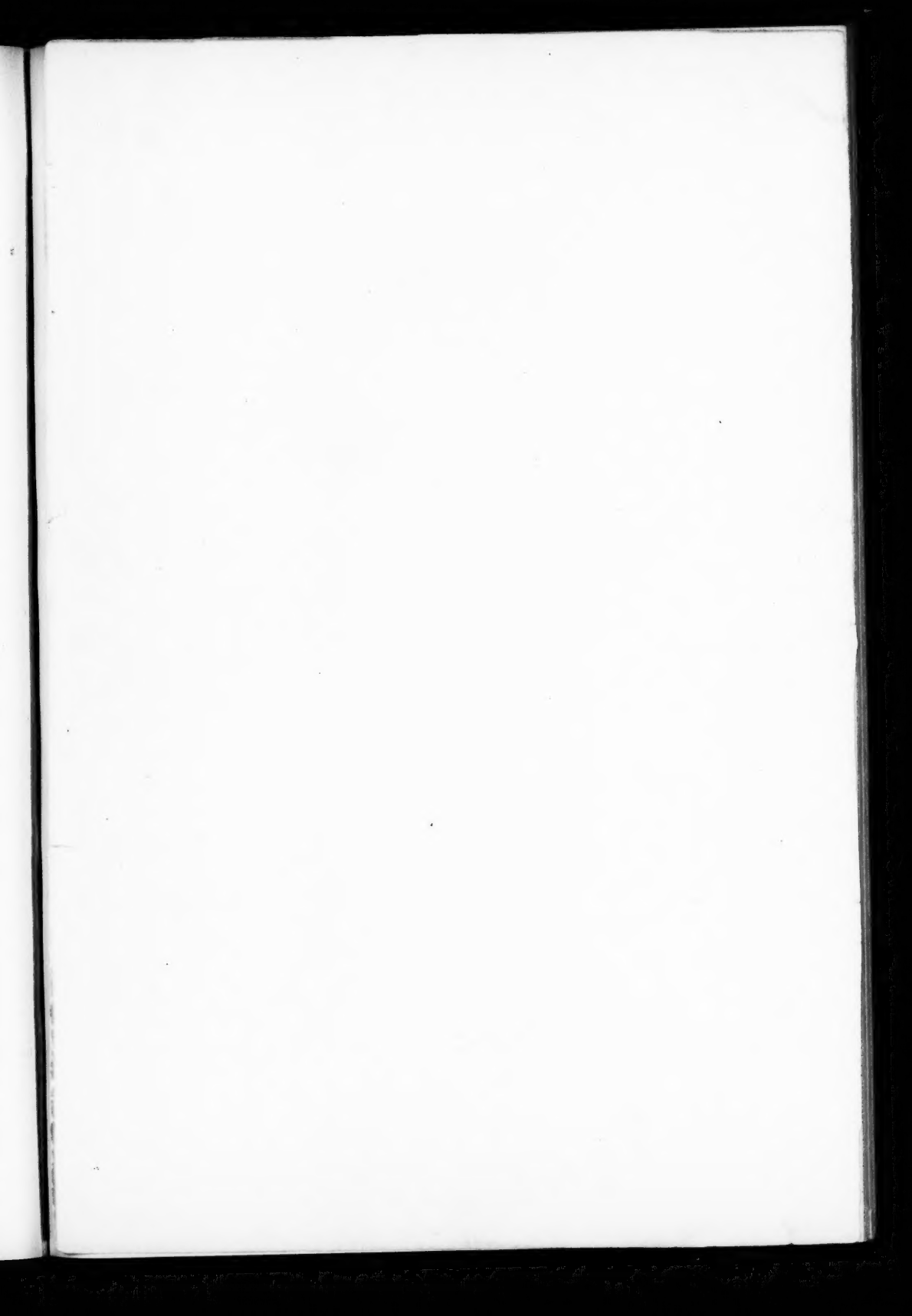
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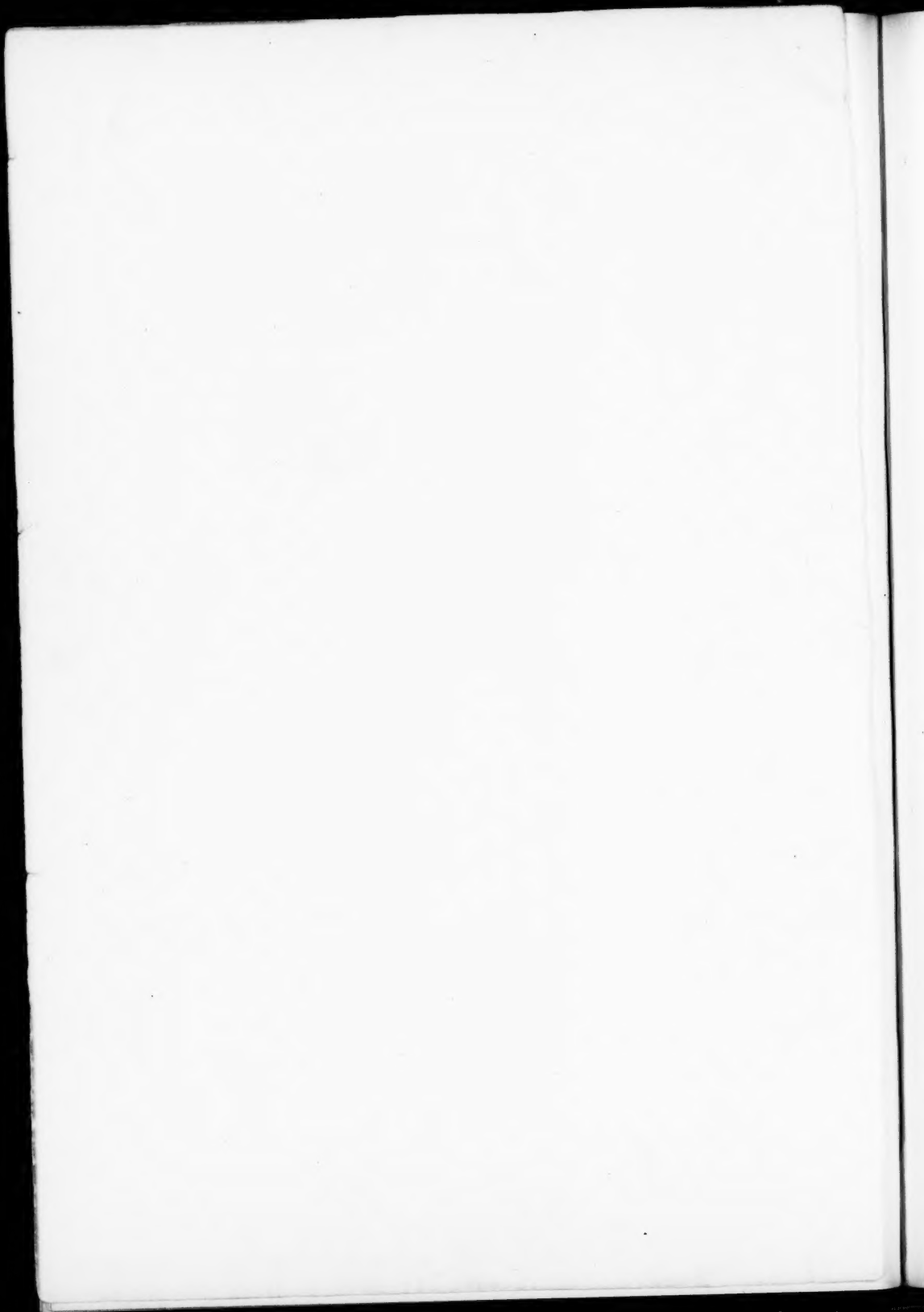
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Letter Copying

The old-fashioned clerk copied his letter out laboriously by hand, with infinite labor and a result of little value legally because of the danger of variations from the original. The letter-book, giving an exact facsimile of what was sent, errors and all, was a great stride, but the inconvenience and the difficulty of getting satisfactory copies, except when handled by a skillful clerk, has had the result that most people outside of business houses do not copy their letters. Of recent years there has been an immense and still rapidly increasing growth in the number of houses which study modern methods of producing results at less cost of time or money, and they have found it economy to give up the old letter books, with their elaborate indexes, and to attach the copy of the answer to the letter itself, so that it is its own index, and so that in looking up any correspondence, the letters, both in and out, are together in the order in which they were written. One who has learned the greater convenience and economy of this method can hardly be induced to think of going back to the old way. With the letter book one must sometimes have a dozen different volumes searched and marked, and if the correspondence received is filed in the old-fashioned way, by pasting on the stubs of a scrapbook, a similar package of the inward letter books must also be consulted. While this is going on other people in the office are shut away from the entire series of volumes, and great confusion and inconvenience result. By the modern method 20 different people may be using the files at the same time, each taking in an instant the letters and answers in which he is interested, without removing a single sheet of any other material from the official files.

No unprejudiced person who understands what the new system is can doubt its infinite superiority in best securing the desired results. There has been a great increase in the use of car-

bon copies with the typewriter, so that instead of the old letter book, the operator hands out the ordinary letter with a thin sheet containing an exact copy. The objection to this method is not the little extra time and labor to the operator, but chiefly that any error on the original must be laboriously corrected on the copy with the pen. The method adopted years ago by the Library Bureau, and used with constantly increasing satisfaction, is to copy the letters by means of the rapid roller copier, a machine like the modern clothes-wringer, which gives from one to five or more clear copies by merely turning the handle, and letting the letter run between the rubber rollers. The mechanism of this has been so perfected that it is very simple in its operation. The original letter, when examined by the dictator, and corrected and signed as he wishes it, is then copied with the mere turning of the crank, and the copy contains the exact corrections as the letter goes to the correspondent.

This improved machine opens a new field of great practical value. In the New York state library we have on each floor one of these machines free for anyone to use. The student writing his notes, the reader having occasion to send off a letter, or the clerks in discharge of their duties, may all step to the machine, turn the crank an instant, and have a perfect copy of whatever written matter they have in hand.

It should be added that not a few people have tried the experiment and abandoned it in spite of their enthusiasm for the theory, because they failed to get as perfect copies as with the old-fashioned letter book. We had this difficulty, and our clerks protested that the new machine could not do as satisfactory work. The makers, however, had perfect faith in their machine, and sent their men to see that it was properly adjusted, and since that time we have had as perfect copies as could be desired. Hundreds of offices can be found where these machines are giving perfect results with a great saving of time and labor. MELVIL DEWEY.

Preliminaries in Building*

Frank P. Hill, public library, Newark, N. J.

No library building, however large, has yet been constructed whose capacity has not reached its limit sooner than anticipated. The growth of a library is wonderfully rapid. The accumulation of books for a given number of years cannot be estimated with any degree of certainty, and is always greater than the most optimistic will venture to predict.

The authorities, usually the trustees, therefore, are justified in making provision only for a reasonable growth, and not for abnormal development.

Certain preliminaries must be arranged before such a building can be turned over to the board of trustees as a finished product. Briefly stated they are:

- 1) That the librarian becomes filled with his subject.
- 2) That he impart to his trustees the same interest and enthusiasm.
- 3) The trustees and librarian visit other libraries.
- 4) Secure money for the building.
- 5) Choose consulting architect.
- 6) Select site.
- 7) Prepare conditions of competition.
- 8) Award contracts.
- 9) Finally, the completion and occupancy of the building.

Librarian's enthusiasm

1 It is not every librarian who has an opportunity of showing how he would like this, or who, if he has the opportunity, can take advantage of it; still there burns in the heart of every true lover of his profession a strong, well defined, and laudable desire to plan a library building according to his own ideas of what it should contain, and how it should be arranged. If he has planned one he desires to make a second attempt, and improve on the first.

2 If he is imbued with the modern library spirit, and thoroughly alive to the length, depth, and breadth of the subject, he has made library architecture a part of his education, and has laid a solid foundation of information and knowledge for future use.

3 He has studied the subject from

every point of view (from the base up, from bottom to top), but if wise he has confined his attention to the practical features, leaving the material to the board, and the architectural and ornamental sides to the architect.

4 Unless he has made this an earnest study of the question, and become closely identified, in an advisory capacity, with the undertaking at its very inception, the practical side may have to give way to the architectural; while with his hearty, intelligent, and energetic coöperation, he may obtain for the community a building which will do the greatest good to the greatest number.

5 By thought, observation, conversation, and reading, he has become possessed of much that is of real value, and eliminated the non-essentials even before any headway has been made by the governing board.

6 It seems to me the first important step is for the librarian to be thoroughly in touch with his subject; at all times and in all places to prepare himself to be useful when called upon by the trustees for statistics, information, and suggestions. He will thus render valuable assistance to his superiors, fill a niche which they will appreciate, and obtain for the community a building which will be useful as well as ornamental.

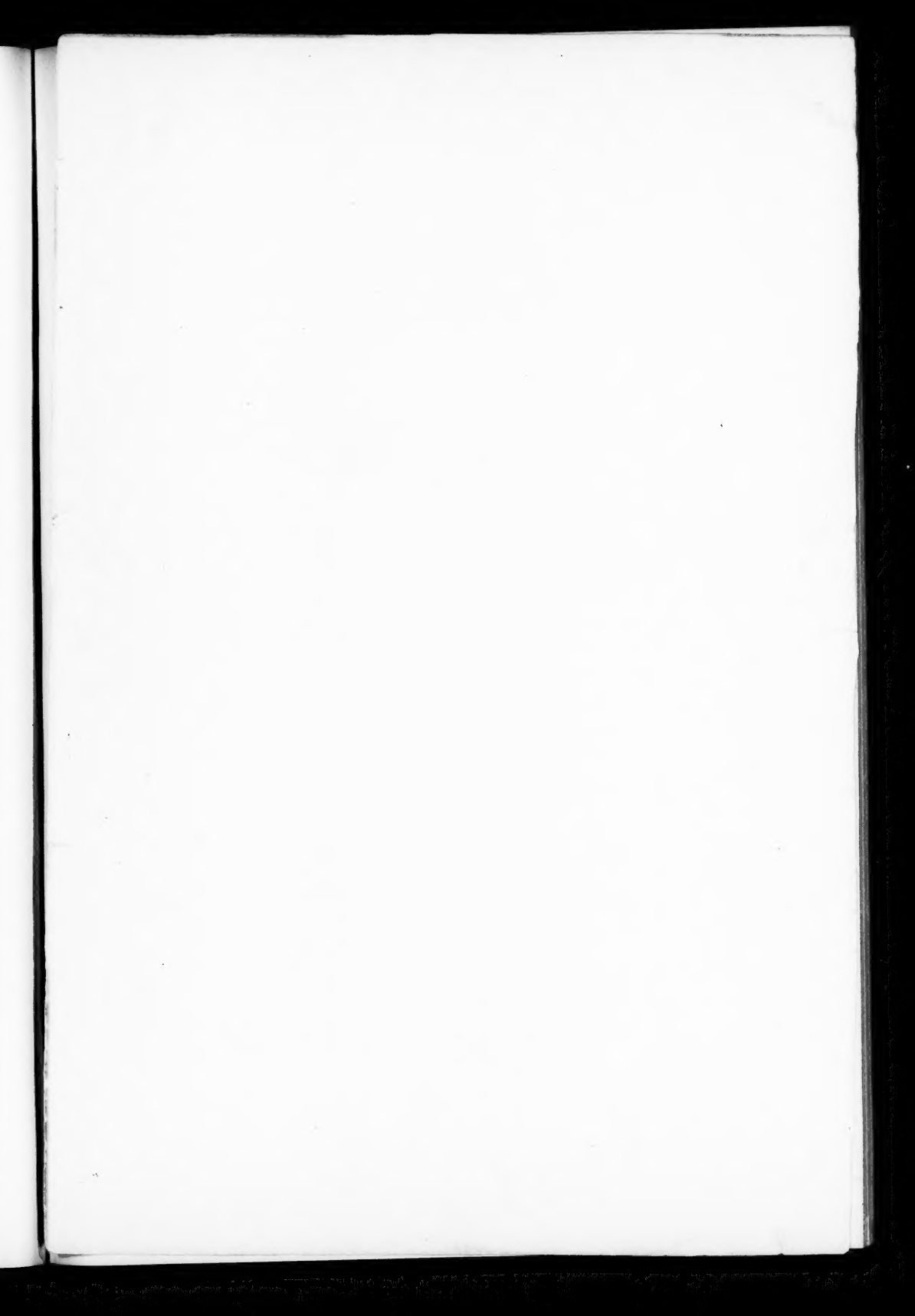
Trustees' interest

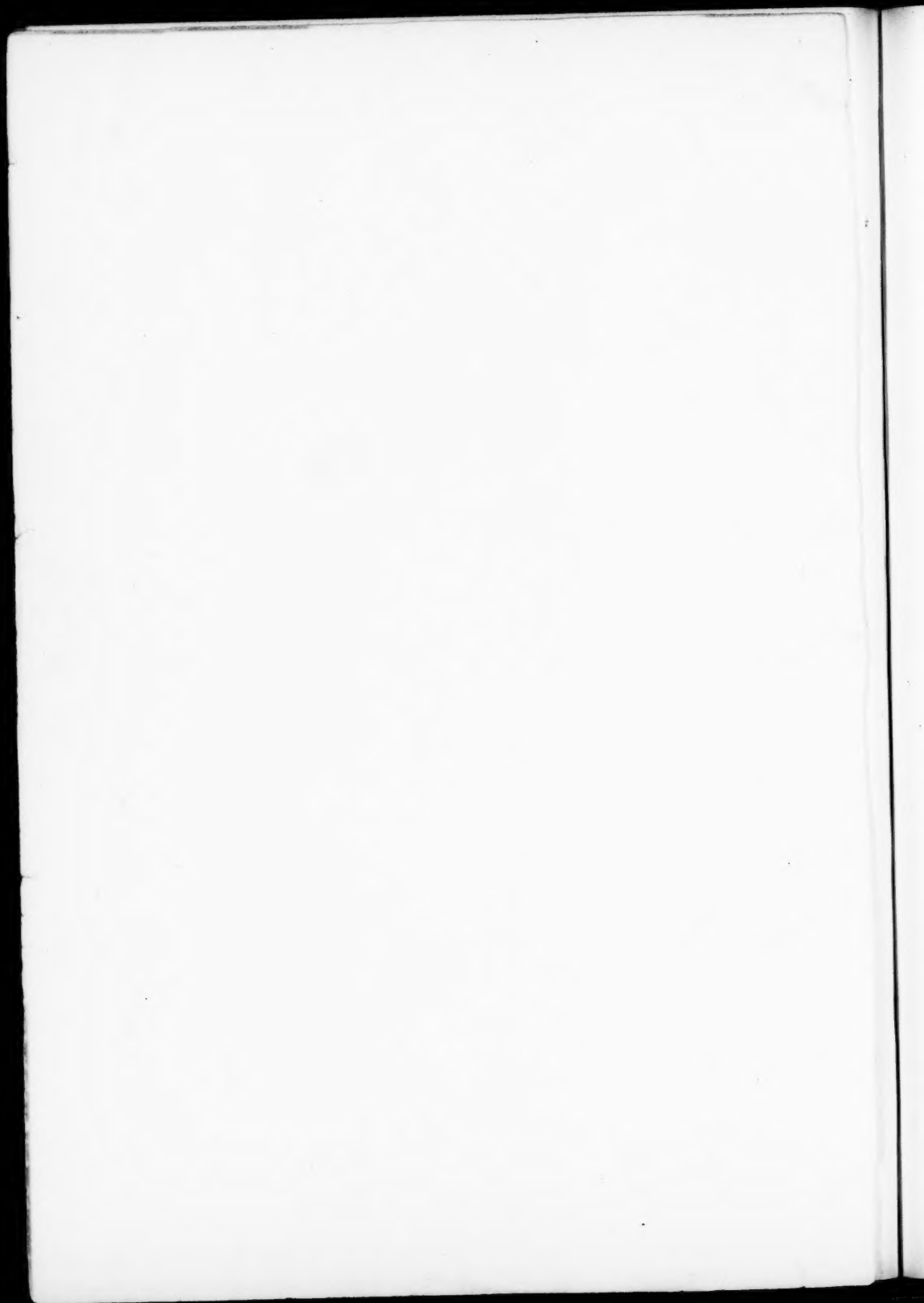
The librarian being well primed is then in shape to get his trustees ready for action, and will show foresight, prudence and energy in bringing the subject to their attention.

It is presumed that he has their confidence or he would not occupy the responsible position of librarian; and so gradually, carefully, and imperceptibly he may lead them to look at the question from the practical standpoint—and that is the second step, to have the board feel the necessity for a new building.

For many years it was the prevailing impression among librarians that architects were opinionated, unfair, and unreasonable; and among architects,

*Extract from a paper read before the New England library associations, September, 1899.





that librarians did not know what they wanted. As a consequence pleasant relations did not exist. Perhaps it is not too much to say that the librarian was quite as stubborn as the architect, and both were too persistent in endeavoring to carry their point. And if I may make bold to say it, the librarian is still liable to make a mistake. Happily the old feeling is removed, thanks to C. C. Soule, who at the San Francisco conference in 1891 set forth so clearly and concisely the Points of agreement among librarians as men to library architecture. It opened the eyes of both professions, and proved conclusively that active, progressive, and liberal architects and librarians were very near together on vital points; and inferred that where there was disagreement it was quite as often the fault of the librarian as of the architect. They had misunderstood each other, and were surprised to find how little difference really existed between them. Today each acknowledges the good qualities of the other; and it is the exception rather than the rule that architects do not consult several librarians when preparing designs for library buildings, and particularly if in competition.

Competitive contests are responsible in a great measure for further cooperation; and as the time goes on the relations are bound to grow closer and more intimate.

Site

The consideration of site is quite as important as the building itself, and demands the calm deliberation and best judgment of clear-headed and far-seeing men. The right of condemnation of property should be given the board of trustees whenever the property desired cannot be purchased at a fair valuation. Unless this authority is conferred, and it becomes known that certain plots are "being looked at," the property takes a sudden rise in price, and then the most desirable location cannot be selected on account of the absurd value set on the land wanted. The interest of the public is not really aroused until this subject is first

broached, and if general apathy has heretofore ruled, general nobility is now in command. Veritas, Constant reader, Wellwisher, and their followers, will immediately take a hand in advising the trustees (through the daily and weekly newspapers) as to the best location. Such interest is wholesome, and if of no practical value to the board, it tends to clear the atmosphere and please the people.

It will, I think, be admitted that the library should be near the business section; and it will just as readily be conceded that the best location for a library building is not necessarily on the main street. The principal street of any city is sure to be the noisiest, and property abutting thereon more valuable than a block or two away, so that pecuniary and other considerations point to a quiet neighborhood, easily accessible from the main street, as being the ideal spot. The shopping district is the magnet which draws the crowd, and the library to do the greatest good must be near the charmed circle. The gift of land may make it obligatory to locate in the residence section, in which case it will be found essential to establish a branch down-town to accommodate business people.

In selecting the site, trustees, taking into account the prospective growth of the institution, will purchase land enough to admit of extending the building at some future time; or if funds on hand do not justify this outlay, then the location should be such as to make the purchase of adjoining property feasible at a reasonable figure.

The site having been definitely determined upon, the next step is to decide whether the architect shall be selected outright or a competition inaugurated. The latter method has been in favor for many years and may be commended. The competition is now on in earnest, and there is nothing to do but wait patiently until the designs are presented and the result made known by the board of trustees.

It is understood that the selection of an architect means that he will work in

accord and sympathy with the trustees, and not insist upon the substitution of a different design from the one entered in competition. Such a departure is rare in these days.

When the contest is ended, the decision rendered, and the architect chosen, the trustees and librarian must possess that faith which is spoken of by Paul as "the substance of things hoped for and the evidence of things not seen," for the architect is now supreme and his word is law.

If changes are suggested the designs are carefully gone over by that architect in consultation with the advisory architect, and the result submitted to the trustees for adoption or rejection. When the revised plans are at last accepted by the trustees, no further alterations should be made, as the cost of any changes after the building contracts are awarded is out of proportion to the benefit obtained.

Library Systems and Methods

In reading your valuable PUBLIC LIBRARIES for some years past, and noticing the various and multiplex suggestions and directions made for library work, it seems that what with borrower's registers and borrower's cards, shelf lists and shelf numbers, book numbers and call slips, card pockets and Carter's tables, expansive catalogs and dictionary catalogs, Decimal systems and Cutter systems, finding lists and call numbers, etc., the library business has gone mad.

It is an axiom in mechanics that simplicity is the law of success. A complicated machine is a dangerous machine, and an unprofitable one. It ought to be an axiom in library work that no rule or method is a good one that cannot be easily understood by both the lender and the borrower, the librarian and the people. Modern library methods are an enigma to everybody but the finished librarian. No one who has not spent much time and study can understand anything about either methods, that being so they must be radically wrong.

It is not to be supposed that methods more simple—easily understood by the patrons of a library as well as its managers—cannot be devised, and ultimately it must come to that. One-half—two-thirds of the present complex rules will have to go, and I am convinced by practically working in a library that two-thirds of them are entirely unnecessary.

The true basis for library work is the *accession number*. That you *must* have, and therefore it should be the center of the system; that is the only number that should go on a book, or the card representing the book in the catalog or in the charging system. Everything is possible with that number, and no question can be asked that cannot be answered by that number, that is so far as the mutual relations of the public and the library are concerned, and it is so simple that everybody can understand it.

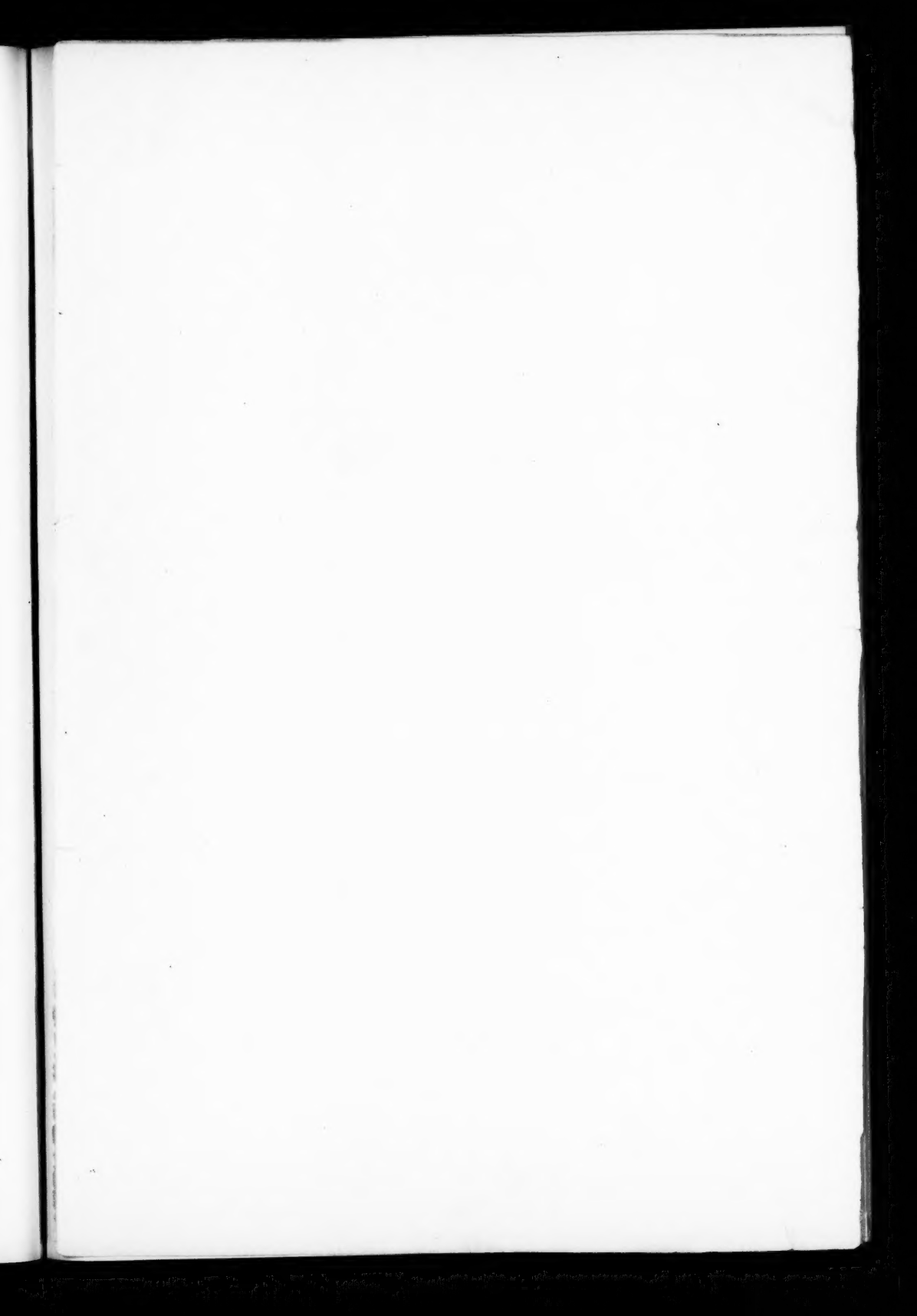
Supposing you are cataloging a book, your accession number, your class number, and the title and author subject, is all you want; it is all that is needed by the public or the library, the catalog and the accession books are parts of one whole.

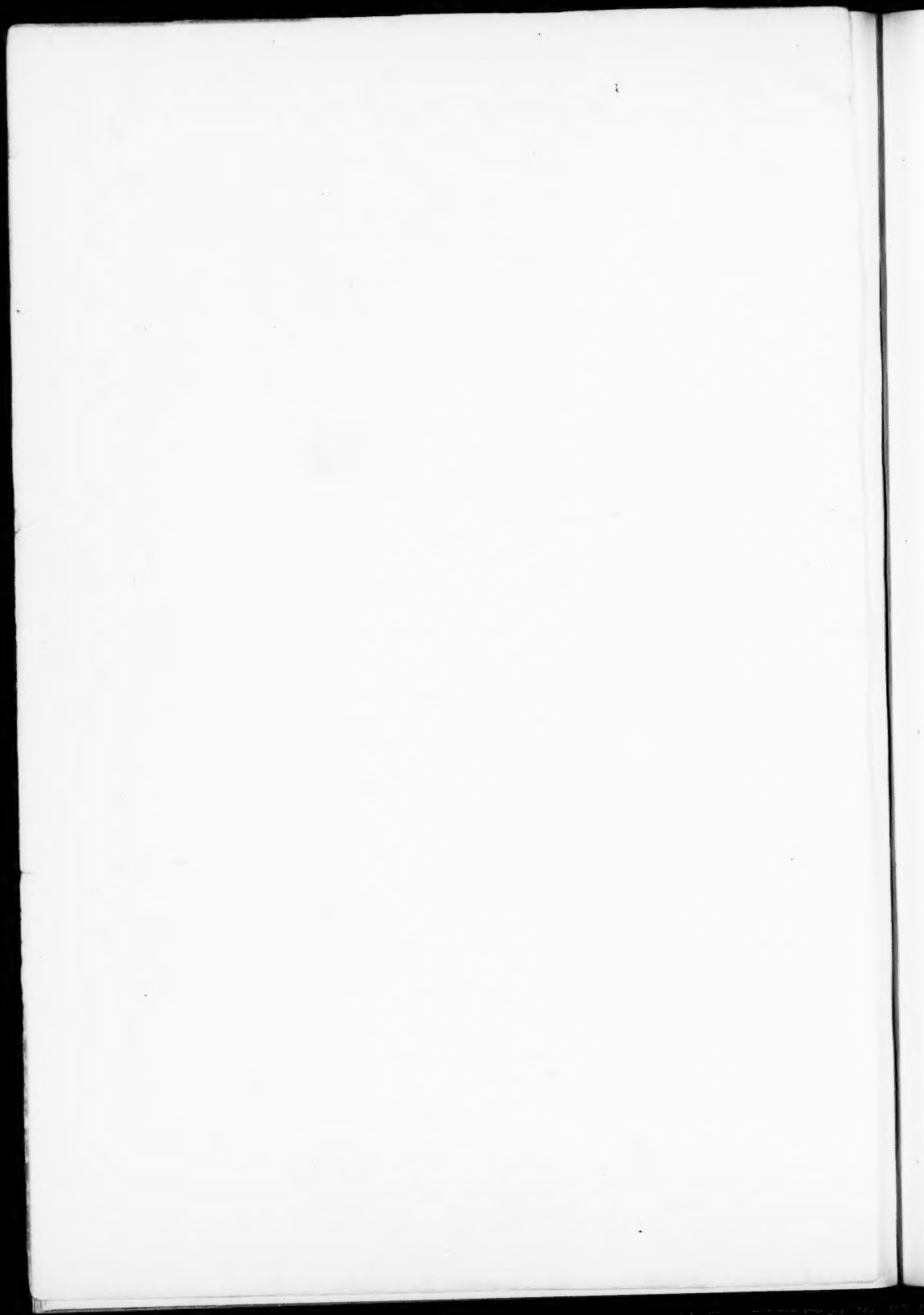
Supposing you are making a charging system. The accession number at the top of the card represents the book; the title and author come after; under this, in lines ruled for the purpose, the name of each borrower is written, time taken out, date returned.

In another tray you have your borrowers' names at the head of the cards, then in lines after, the accession numbers of the books borrowed, date, etc., are placed. Is a certain book in the library? If not who has it? When will it be due? Your cards answer these questions without your leaving your seat; they, with your accession book, answer all questions that can be asked. There is no D 62, n, to bother anybody, or any other hieroglyphics to study out. We know it works for we work it, and have discarded all the other nuisances.

H. S. THORNE.

Ft. Hamilton, N. Y.





Government Documents

Margaret Mann, Department of library science,
University of Illinois

What is there of value in government publications? How may they be obtained and how can the information contained in them be made accessible?

Our government documents may be divided into two general classes—those transmitted to congress and ordered printed, called congressional documents, and those published by the departments, bureaus, etc., which do not require to be transmitted to congress. The first class, the congressional documents, may be divided into the following classes:

- 1 Reports of proceedings—Congressional record, journals of senate and house.

- 2 Bills and resolutions.

- 3 Laws—slip laws, session laws, statutes at large.

- 4 Reports of committees—senate and house reports.

- *5 Documents proper—senate executive documents, house executive, senate miscellaneous, and house miscellaneous.

- 6 Miscellaneous documents.

The documents of the first four classes are explained somewhat by their titles; they have to do with the workings of congress. Those included in the sixth class are such as cannot properly be included in the other series, and are of little importance. They include: congressional directory, eulogies on deceased members, and manuals of rules of the senate and house. In the documents of the fifth class we find much of importance and much that is intricate. Their titles give no indication of the character of the information contained in them, and the distinction between the four series is illogical. A senate executive document is one received by the president of the senate from the head of an executive department and ordered printed, while a

senate miscellaneous document is one reaching the senate from any source except from the head of an executive department. The same distinction exists between house executive and miscellaneous documents. This fifth series contains the most of the annual reports issued by the departments. These reports were at first mere records of the respective governmental offices, but they have gradually broadened until now they partake more of the character of a monograph. In them we find the results of many investigations which could not be undertaken under private auspices. Carroll D. Wright has said: The student of social science depends for his data upon two general sources; first, the result of personal observations; and, second, the entries of official transactions and investigations into conditions conducted under governmental authority.

From the publications of the Treasury department we learn the financial condition of the country, the course of immigration, the character, quantity, and value of imports and exports. The reports, bulletins and handbooks of the Bureau of American republics, issued from the state department, give us valuable facts concerning the foreign American countries, their resources, trades, and conditions. The department of labor publishes annual and special reports on the subject of wages and capital.

It is impossible to enumerate all the valuable contributions to this one subject, social science; and though the government probably furnishes more data on this subject than on any other it makes valuable scientific investigations, furnishes reliable information through the agricultural department, and since 1889 has contributed to history by publishing the annual reports of the American historical association. These reports are especially valuable on account of the attention given to the bibliography of history and the notices of the work of historical societies throughout the country. In short, the student of almost any subject will find something of worth in the government

*By an act of 1895 the terms executive and miscellaneous were abolished, and the documents in this series became known as house documents and senate documents.

publications, and if they are of value to the individual they are of value to the libraries.

Congress provided for the libraries when it passed the law which provides for the distribution of its documents. By this law the congressional documents are deposited in certain designated libraries which are chosen as follows: One named by each representative of congress, one chosen by each senator, one especially designated by statute, and the official libraries at each state and territorial capitol. To these was added, in 1895, the libraries of each of the eight executive departments and of the military and naval academies.

* Depository libraries must have, with the exception of college libraries, not less than 1000v. aside from government publications. These receive all the congressional documents, or sheep bound set, but are not supplied with those department publications not ordered printed, and consequently not included in the congressional set.

Libraries which are not designated as depositories may be fortunate enough to be included in the list of what is called remainder libraries. This is a list of libraries furnished to the superintendent of documents by members of congress, to receive the fractional number of documents remaining after congress and the depositories have been supplied. Members of congress also specify "special libraries" to receive the publications of the United States geological survey. Each department has its own list of exchanges which receive gratis the publications of that department intended for general distribution. With the exception of these department publications the distribution and sale of all documents is in the hands of the superintendent of documents. He is "authorized to distribute documents free to three classes of libraries, to be designated to him by senators, representatives and delegates in congress, and to sell at cost any public document

in his charge the distribution of which is not otherwise provided for." Price lists of government publications may be obtained gratis from him, and general directions as to where documents may be obtained are given in the catalog of United States public documents, issued monthly.

The following distribute their publications gratuitously: Bureau of education, Fish commission, Interstate commerce commission, Labor department. The State department furnishes the consular reports and other departmental publications free, but the laws of the United States are not so distributed except to depository libraries. The publications of the Bureau of American republics, which consist of bulletins, handbooks, and directories, may be obtained from the director of the bureau at prices ranging from 5 cents to 60 cents.

The annual reports of the Geological survey are intended for free distribution, but the monographs are sold at prices ranging from 5 cents to \$11 each. The department of agriculture issues a monthly list of its publications, which is mailed on application. The publications of this department, with the exception of those of the Weather bureau, are for sale by the superintendent of documents.

In 1895 the first complete key to public documents was issued. This "check-list of public documents, containing debates and proceedings of congress from the 1st to the 53rd congress," gives a complete list of the congressional documents, a brief history of each executive department, bureau and commission, with a list of the publications regularly issued from them, and a valuable index showing where in the congressional documents the more important executive and other reports may be found.

From this check-list the depository libraries may get the call numbers for their volumes. The serial numbers there given arrange the books—first, by congress; second, by session; and, third, by volume number, and should be used

* For a recent accurate list of depository libraries see catalog of United States public documents for March, 1899.

in place of class and book numbers. By carefully designating in the check-list the volumes possessed by the library, and making use of the subject index above referred to, a librarian will have a working, though incomplete, catalog to the collection.

This little volume will help to solve many of the problems which were, before its issue, impossible of solution. For example: An annual report of the head officer of a bureau may appear in as many editions as there are superior offices above his own. First, the report may be printed as a bureau publication when it is transmitted to the head of the executive department of which the bureau is a subdivision; from this department it may be again printed, together with the report of this executive head, and forwarded to the President; who in turn may forward it to congress with his annual message, and it could be published in the series called * Messages and documents. After reaching congress this same report may be ordered printed for the fourth time, and appear in a volume of the congressional set. Before the check-list was issued it was impossible to know in how many editions one report had been issued, or to account for omissions which often occur in the congressional set. A careful study of this key to the documents is very necessary to one who expects to make the volumes accessible.

No provision was made for a general catalog of government documents until the enactment of the law of 1882, which authorized the preparation of a "descriptive catalog of all publications issued from July 4, 1776, to March 4, 1881." This work, which arranged the documents according to date of issue, was completed by Mr Poore in 1885, but because of its arrangement it has not been found perfectly satisfactory. The government made no attempt to continue the catalog; but in the American catalog is a "list of publications of the government from Jan. 1, 1881, to June 30, 1886," classified according to de-

partments or offices issuing the reports; and in the volume for 1890 is a similar list for the period from July 1, 1886, to June 30, 1890. In 1894 J. S. Ames published a "comprehensive index to the publications of the United States government covering the years 1889 to 1893."

Since 1895 three important indices have been provided, and are now issued by the superintendent of documents. A comprehensive index issued at the end of each session of congress, including the publications issued during the period covered by the session, is a complete analytical dictionary catalog. The consolidated index of congressional documents only is issued for each session of congress, and takes the place of that formerly included in each octavo volume of the congressional set. The monthly catalog forms a supplement to the check-list. The first number was for January, 1895, and it has been kept up to date. This contains not only the congressional documents with their serial numbers, but also all publications of congress and the departments, with some annotations.

Libraries having but few documents should classify them and arrange with the books of the same class. Each volume should be carefully analyzed and at least subject cards made for each article of importance included. The volumes which contain the reports of several offices are very puzzling, and the only satisfactory guide to the author of each is the letter of transmittal which accompanies each report. If this can be found it is of far greater assistance than the title-page.

Many complications will arise when the attempt is made to catalog these publications; but after a careful study of the check-list and the application of the rules given by Mr Cutter in his Rules for a dictionary catalog, and those contained in Linderfelt, K. A. Eclectic card catalog rules, many of the problems can be solved and a catalog made which will at least make the contents of government documents more accessible.

*This series was abolished in 1898.

Using Other People's Bulletins

Caroline A. Blanchard, Tufts library, Weymouth, Mass.

Individuals not owning beautiful works of art, and not able to travel and note the wonderful in nature and art beyond their own neighborhood, must obtain their knowledge, instruction, enjoyment, and culture from what others have seen, collected, and written; so the smaller libraries that have not sufficient funds for the composition and printing so desirable must enlarge their own work by the judicious use of what is done by those libraries having so large a staff that the making of lists, the compiling of bibliographies, is easily accomplished. This missionary work the librarians of the large libraries are glad to do; indeed, I have yet to discover one who was not gratified that his work should be widely known and used. Of course due acknowledgment should be made if such work forms the basis, or a large part of a special list.

Let us consider some of the more important uses that may be made of bulletins:

1 As lists from which to select books for purchase. Most librarians are critical of all books placed in the libraries under their charge, and therefore all bulletins are worth looking over, at least for help in making out order lists. Those having annotations are especially valuable for this purpose. I have found the annual bibliographical contributions of Bowdoin college library, listing the best books of the year, exceedingly useful; for in addition to the notes, publishers and prices are stated, and the magazines reviewing each book indicated. The purpose of this publication, To aid those in charge of the smaller libraries in buying carefully and with definite knowledge of the scope of the book purchased, is well fulfilled.

2 As guides in cataloging and classification. Bulletins of libraries where accuracy is required, no matter how much time is consumed in research, are especially valuable as means of learning an author's real or full name. As long

as pseudonyms are used, and women who write marry and change their names, catalogers must be Argus-eyed, constantly solving mysteries.

In the classification of books it is not always wise to depend blindly on others, for even the best libraries are not infallible; but it is a satisfaction, after puzzling over the classifying of some doubtful book, and finally disposing of it, to find that others have placed it in the same class.

3 For reading lists. The modern, progressive library, in order to help the student as it should, must have some means of informing him of all the resources of the library on any subject, making available magazine articles and collected works as well as books dealing specially on the subject. For the magazine articles Poole's index for the back numbers, the Cumulative index, the references to periodical literature in the Review of reviews, Current literature, and similar magazines, will furnish all that is needed, but for the books and essays on any given subject the reading lists of the library bulletins are invaluable. It has been my custom to save all bulletins containing such lists, index the subjects on cards, which I file for ready reference.

The Boston, Brookline, Cambridge, Fitchburg, Minneapolis, Osterhout of Wilkes Barre, Providence and Salem public libraries each publish valuable bulletins, most of them containing reading lists on subjects of importance in each number, making them worthy of constant use. The Hartford, Providence and Osterhout libraries are specially interested in working with the schools, therefore their bulletins are suggestive and their lists particularly useful in this direction.

One number of the Library news letter contained a classified list of books for use in the schools, which I deemed of sufficient merit to buy copies of, add the Tufts library call numbers and distribute among the teachers, who have found them helpful.

Miss Hewins, of the Hartford public library, also interested in the children,

has compiled similar lists that have been useful. She wisely indicates the amusing stories in her fiction lists, thereby making them available as helps in choosing books for invalids, a legitimate work for a library if it is to supply reading for entertainment and recreation as well as for instruction.

If a library possesses a great proportion of the books of a special list, its own call numbers may be added, making it doubly useful at the desk. This is not plagiarism, but a perfectly legitimate way of using bulletins.

The University of the state of New York has published numerous bulletins that may be utilized by librarians, such as the Class list of a \$500 library recommended for schools, bibliographies covering many subjects, extension bulletins, and the study clubs bulletins. These last lists if better known would be widely used. Club life, at present so important a phase of society, makes additional demands upon the libraries, and extra helps are needed for work in this direction. These study clubs bulletins, each containing a valuable collection of programs used by the clubs under the jurisdiction of the University of the state of New York, are carefully planned, and have in many cases a bibliography of the books needed for the course of study. I have shown them to committees wishing suggestions for subjects of study and assistance in making out programs, who have always found them helpful.

The Boston book company's Bulletin of bibliography, although intended simply as a means of communication between that firm and its customers, contains in each issue important bibliographies. Among others the Children's reading list on animals by the Pratt institute, and the Reading list on library buildings, are valuable.

Bulletin no. 1 of the Free library of Philadelphia, a Descriptive catalog of the writings of Scott, should have a place in every reference room as an index to the Waverly novels.

Cheap Book Post

An inquiry was started early in the present year by the New England education league, to test the views of librarians, educators, and others, on the subject of a cheap book post between libraries. The reasons for the inquiry were the prevalent unequal library conditions found everywhere, which it is believed a comprehensive carrier system would do much to remedy. A cheap book post would tend to diffuse library advantages, and to bring individuals and towns within reach of good central libraries. The plan of central libraries, with branches and delivery places, which works well in large cities, might thus be judiciously applied to small cities and rural sections. Newspapers, magazines, and paper-covered serial books, sent out by private publishers and corporations, are now carried at 1 cent per pound, while a library-book costs, for mailing, 8 cents per pound. In New Hampshire books are now loaned quite extensively about the state from the State library, being sent by express. Ex-Postmaster General James writes that "if the government can afford to carry newspapers and periodicals at a loss, for the sake of disseminating intelligence, it can carry books for libraries without great additional loss"; and W. F. Vilas, of Wisconsin, also an ex-postmaster general, adds: The postal service has been the pack-horse of special interests of a private nature at the general cost; why should it not carry for educational advancement? To further the matter, a committee is being organized, representing every state in the Union. Coöperation is asked from all those interested, and those desiring to aid in the movement may address the secretary, W. Scott, no. 10 Hollis st., Cambridge, Mass.

The Merriam company has issued a valuable volume for the librarian's private desk in Webster's Collegiate dictionary. It is an abridgment of the International dictionary, and contains many of the excellencies of the larger work in convenient size.

Public Libraries

(MONTHLY)

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 Five copies to one library - - - \$4 a year
 Single number - - - - 20 cents

PUBLIC LIBRARIES does not appear in August or September, and 10 numbers constitute a volume.

It seems an almost impossible thing to answer all the inquiries which are being received, in regard to August and September numbers of Public Libraries. There are no numbers for those months, and ten numbers make the volume. Please make note of this and consider the card of inquiry answered thereby.

MUCH attention is being given to library buildings these days by those interested with carrying out Mr Carnegie's munificent gifts for library facilities. Too much attention cannot be given to the purposes for which these buildings are to be erected. The main purpose is for the care and distribution of books, and in order to facilitate these things the interior of the building should be planned under the supervision of the librarian who is to administer the work. No one would think of building a dwelling house for another without first finding out the requirements to be met in his mode of life. Even a stable is built with special thought of the purposes it is to serve. Time, trouble, and expense will be saved by erecting a library building at first. Nothing in the proposition will prevent the architectural effect from having full force, but it should include

the library idea, and not, as is often the case, leave the library to fit itself into the quarters as best it can. Mr Hill, of Newark public library, makes some good suggestions in his paper on the subject, extracts from which are given elsewhere in this number.

In answer to requests from several college librarians, more special attention will be given college library matters in the columns of PUBLIC LIBRARIES hereafter. A college department has been set aside to which college librarians are invited to send communications of interest to those engaged in college library work. An opinion of such a department was asked from several prominent librarians, and the response has been favorable.

Mr Lane, of Harvard university, writes: I am glad to hear that you are intending to give special attention to the interests of college libraries. As far as I can I will help you.

Dr Richardson, of Princeton university, writes: I am much interested in the plan for a college department in PUBLIC LIBRARIES. I shall be glad to cooperate as far as I can.

Miss Jones of Ohio university: We have needed something of the kind for a long time. Count on my help in the matter.

Dr Canfield, of Columbia university, writes: I shall be glad to send you for your college department whatever may be of public interest.

H. C. Nash, of Leland Stanford, writes: The idea of having a college library section in PUBLIC LIBRARIES is an excellent one. I shall be glad to cooperate.

Miss Sharp, of University of Illinois, writes: It would be very helpful to have a college library department in PUBLIC LIBRARIES. I shall be glad to help.

A. E. Whitaker, of University of Colorado: Such a feature will be of great interest to college librarians. I will help as far as I can.

All this gives fair promise of success, and the first installment will be found in this number.

It is a subject for congratulation to libraries that the National educational association has given further recognition to the value of the work of libraries by the resolution adopted at Los Angeles, which emphasizes the matter, as follows:

Particularly in close association with the library, the school should make itself felt in shaping the thought of the people in ways and by methods which lie outside of the scope of formal instruction.

It would be a glorious thing for the progress of library work if this powerful organization would include the libraries in its protecting pledge against political conduct in the management of the schools. The resolution expresses the following:

The one dark page in the history of the year is that which records interference with the work of public education, and attacks, successful and unsuccessful, made upon it by political traders and spoil seekers. We appeal to the public and to the press to resist, to resent, and to punish these attacks, and we pledge our best efforts to the absolutely non-political and non-sectarian conduct of the work entrusted to us.

While, fortunately, public libraries in their modest growth have as yet suffered comparatively little from the spoilsman, at the same time there has been enough to cause alarm for the future, while the state libraries, as a class, have been most ruthlessly sacrificed to these pests of society. In the case of the public library of the small and secondary towns, much of the evil has been eliminated because the libraries have been, for the most part, under the fostering care of the study clubs; but eternal vigilance is the price of liberty, and the first and second and the third effort to use the library as a means of rewarding personal allegiance should be met with prompt, emphatic, and effective disapproval.

In this connection it might not be amiss to state that the report of the committee on Relations of public libraries to public schools, was the most favorably received report of the meeting of the N. E. A. The supply of the printed report was exhausted before the demand was satisfied, and the executive board, in response to an urgent request, will issue another edition.

ONE of the just causes for complaint which assistants in public libraries cite is the fact that much of their work which goes to make the institution popular or a success, and which might just as well be accredited to them, passes to the honor of the librarian. The origin of many of the bright ideas carried out in the library, is in the fertile mind of an assistant, who sets to work diligently to put the idea into practice. When it is a success, surely it is not asking too much that the owner of it be mentioned in connection with the publication of the fact. Such a course will be a stimulus to further effort, which will result in advancing the interests of the library, and at the same time it will bring to the assistant the recognition that is due the individual. Credit in generous measure is accorded to librarians by their coequals in the work, and no good reason exists why the same treatment should not be accorded those in the minor positions.

Some librarians are alive to the justice of giving credit to their staff, or to individual members of it; but the practice of giving honor to whom honor is due is not universal in the library world, as indeed it is not anywhere else.

THE twenty-sixth annual report of the Evanston (Ill.) public library is extraordinarily interesting as showing, not only the most excellent results being attained by that library, but in the manner of showing, there is an abundance of suggestive material which may be utilized by other libraries. The growth of the work of the Evanston public library in the last few years is remarkable, and that city is to be congratulated on possessing an institution that is doing so much effective high class work for the schools, the clubs, the students, and the average reader.

NEWS of the death of G. E. Stechert of New York was received with deep regret by his many friends among librarians. Mr Stechert and his wife have been well-known members of the A. L. A. for many years, and will be missed in future gatherings.

The Library Department of the N. E. A. at Los Angeles

The 1899 National educational association meeting will ever be memorable because of the generosity and hospitality of the teachers of the Golden state. The California librarian as well as the California teacher gave a friendly greeting, provided cooling drinks, fruit, and flowers, and was ever on the alert to render any possible assistance, or to give information to all interested in the library or its mission.

This was the third meeting of the library department of the N. E. A., and was a success so far as numbers, enthusiasm, and the general discussion of all papers and reports could make it succeed.

Meetings were held on the afternoons of Thursday and Friday in the council chamber of the city hall. The rooms of the Los Angeles public library are in the same building. State Supt. L. D. Harvey of Wisconsin, the president of the department, presided at both meetings. The attendance was much larger on the second than on the first day. The papers presented were practical, dealing with questions of vital interest to teachers and librarians.

State Supt. Alfred Bayliss of Illinois gave the first paper, and it was full of enthusiasm and force. The discussions that followed were interesting. Among the speakers was S. E. Busser, superintendent of the reading rooms of the Santa Fé system. He told us that libraries and reading rooms were established every two hundred miles on the Santa Fé railroad, and that the railroad men were easily persuaded to read good and useful books. He thought that if railroad companies saw the necessity for providing libraries that teachers should understand the need of them for schools, and be encouraged to use books to assist in character building.

Copies of the report of the committee on Relation of public libraries and public schools, J. C. Dana of Springfield, Mass., chairman, were distributed, and a general discussion of the report

followed. The report had been presented to the Council of education on Tuesday morning, and some members there said it was the best report ever prepared by a committee from the N. E. A. A wish was expressed by some members of the council that 100,000 copies might be published for free distribution. Pres. Harvey said that probably only a few thousand will be printed at first, but if they can and will be used to advantage, either plates may be distributed to state superintendents of schools, or the copies of the report may be sold at a low rate. Helen Grenfell, state superintendent of Colorado, said she wished that every superintendent and teacher in Colorado might read the report. Supt. Bayliss said the reading list alone was invaluable, and that he would be glad of a large number of copies of the report to send to his county institutes.

Reading and the use of the library were the general subjects taken up the second day. Mary L. Jones of Los Angeles gave the librarian's view in a paper entitled, School reading through the public library, and two papers by teachers gave the teacher's side of the question.

Elizabeth Skinner of Denver spoke on How to acquire a taste for good reading, and C. C. Young of San Francisco told us something of the Use of the library. In the discussion that followed parents expressed the wish that their children might have better read and more cultured teachers. Teachers present expressed themselves as desiring to learn how better to help their pupils acquire a good taste in reading, and librarians said they wanted to coöperate more fully with parents and teachers in helping children use the library to the best advantage.

Sherman Williams of Glens Falls, N. Y., was elected president, and Elizabeth Skinner of Denver, secretary for the ensuing year. L. P. SWAN.

A. G. S. Josephson has published a limited edition of a Bibliography of union lists of periodicals, 1864-1899.

Library Meetings

Connecticut—The summer meeting of the Connecticut library association was held in the Phœbe Griffin Noyes library, Old Lyme, Conn. William J. James, president of the association, presided.

Papers were read and discussed as follows: Libraries and the evolution of the reading habit, by Dr Ernest C. Richardson, librarian of Princeton university. He said in part: The public library helps, first, the development of the reading habit in the individual; and, second, its development in the community. The reading habit is worth developing 1) as a time-killer. Among children, at least, and among the idle and frivolous classes, the habit of reading as a mere time-killer helps to keep from evil. It is worth developing 2) because it tends to improve the individual; every new bit of information adds to the value of a man's mind, and there are few books so poor that they do not directly add something to a man's power for his own enjoyment, his ability to help others, and his general value to a community. If it is true, as Scripture and science say, that our very self is the sum total of our ideas, the quantity and kind of our knowledge is very important. The work of the public school in education covers a few years of childhood; the public library continues the work through life. The diffusion of general intelligence in a nation determines its position among the nations, because in the development of the multitude of intelligences, there is sure to be a certain percentage of superior intelligences, and these are the ones which lead progress through invention and administration. Finally, libraries help to develop the reading habit in a community, especially by tempting men to become readers.

To Atlanta and back, by Caroline M. Hewins, librarian of the Hartford public library, was read, in Miss Hewin's absence, by F. B. Gay. Of the six chapters giving a graphic account of the trip, we quote part of the third, covering the days spent at Atlanta and Lithia:

"So many er de nabors come in 'sponse ter de invite dat dey hatter put de 'lasses in de wash pot en bil' de fire in de yard."

"Dey had der camp-meetin' times en der bobbycues wen de wedder was 'greeble."

Uncle Remus.

"At the barbecue grounds, a few miles out of town, we had not the ox roasted whole, but eight or ten sheep and young pigs or shoats. The South is full of pigs—white, black and spotted, and there is even a long-haired Titian-red species on the eastern shore of Maryland. The carcasses were roasted on spits, and carefully basted with a rag on a long pole, over a trench filled with hickory coals which had been burning 12 or 14 hours. Not far off Brunswick stew was cooking in a large caldron. We were entertained until the barbecue was ready by a Lard-can quartette of negroes, who sung and danced and played on a large tin can. The meat, which was deliciously tender, was cut up and set on long tables in enameled zinc pans. Brunswick stew, which is hotter than anything except curried lobster made by an East Indian, was passed around and we fell to. A true barbecue has no knives or forks, but they were allowed as a concession to our northern ignorance. After the feast was over we had witty speeches, funny stories, and a clever monologue of an old woman catching chickens for supper, by Mrs Moore, of Atlanta, who is well known as a writer of dialect and character sketches under the name of Cousin Betsy Hamilton. The Atlanta papers commented on the refreshed appearance of the tired librarians after the barbecue, and no wonder."

Three-minute speeches on the conference, by Helen E. Haines, Dr Richardson, and Josephine S. Heydrick, followed.

After a pleasant intermission, during which luncheon was served, the program was continued.

Some literary sinners, by Charlotte M. Holloway, of New London, read by Mary Richardson, dealt with the characteristics of modern novelists, and of Thomas Hardy in particular.

Notes on some library literature, by Helen E. Haines, of the Library journal, related to topics of special interest to librarians, as the following summary indicates:

Library literature, in the general acceptance of the term, presumes literature dealing with libraries; in the present case it must be taken to mean the literature of libraries, the printed matter emanating from a library through which its work and its aims are made known.

Reports afford at once the best and worst examples of library literature. Every library should print its annual report. This is a question over which many of the smaller libraries hesitate, but it is practically not a question at all. A small printed folder is within the reach of any library, and should be a useful aid in its work. The emphasis upon statistics is one of the great defects of library reports.

Whether a printed catalog is necessary in a small library is sometimes questioned. Perhaps with free access it is not absolutely necessary, but it is always desirable and generally it is essential. If the printing of the entire catalog is financially impossible, there can at least be successive class lists, beginning with fiction, following with history, biography, travel, etc., until the various divisions are covered. Annotations, unless they represent thorough and careful work, are a snare to the unwary. It is better to give a simple, clear, well classified list than to attempt original, critical, or descriptive notes.

The local newspaper provides some of the most useful and effective library literature. It can bring library news to all the people of a community, as the official publications can hardly do, and through interesting articles and announcements of new plans of work, can be of great practical value in making the library better known and more widely used.

Before adjournment, an invitation was received from the Ansonia library to hold the fall meeting there.

JOSEPHINE S. HEYDRICK, Sec'y.

New Hampshire—The third union meeting of the New England library associations was held by invitation of the library association at Concord, N. H., on September 20 and 21, in the State library.

Arthur H. Chase, president of the N. H. L. A., presided, and introduced Governor Rollins as the first speaker. The governor spoke warmly of the elusive but all-pervading educational work of public libraries, and the leavening they may do to bring immigrants to the standard of our own people.

Caroline H. Garland, city librarian of Dover, N. H., gave delightfully the welcome of the N. H. L. A. to its visitors.

The address of the afternoon was by Prof. Charles F. Richardson, of Dartmouth college, upon The place of sentiment in the intellectual life, and was a plea for the restoration of this factor to the place it has occupied, but which it is now apparently losing. Prof. Richardson sustained the high reputation he has won by his Choice of books, American literature, etc.

In the interval between the sessions the librarians were driven to St Paul's school, the Rugby of America.

The first evening speaker was Frank P. Hill, a Concord boy, now librarian of the public library at Newark, N. J., which is soon to be housed in a fine new building, and Mr Hill's valuable paper was upon the preliminaries of the erection of a library.

The other speaker of the evening session was George H. Moses, secretary of the N. H. Forestry commission, upon The relation of the public library to forest preservation. Novel and beautiful lantern slides accompanied Mr Moses' interesting remarks.

An informal reception followed the completion of the program.

The concluding session on the following morning was devoted to discussion of the papers previously heard, to practical points of management, and to the prospect of cheap book postage.

The attendance at the convention was large considering the weather, and included librarians all the way from Maine to Montana.

Wisconsin—The summer meeting of the State library association was held at Madison, August 24-26. The time was chosen to coincide with the closing of the summer school of library science, and an opportunity was given the librarians to examine and learn of the work of the students, while the latter had the privilege of attending the sessions of the association. Considering the time of the year, and the extreme warm weather, there was a large attendance.

The meeting opened on Thursday afternoon with addresses of welcome from the librarians of the different libraries in Madison, and was followed by the address of Mrs C. S. Morris, Berlin, president of the association.

Mrs Morris' introductory remarks were in the nature of a greeting and acknowledgment of local hospitality, and an expression of the hope that all present would possess a hospitality of mind and soul—a receptivity to the fine potentialities of the hour.

She presented a brief summary of library work already accomplished, and a statement of the fact that Wisconsin has three organized forces which unite in library building—the State library association, State library commission, and State federation of women's clubs; the State historical society, which has collected a library of more than national importance, being omitted from the list because its scope is of a somewhat different character.

The federation has undertaken the preparation of small traveling libraries, accompanied by study outlines and collections of photographs illustrative of the courses of study.

She recommended a closer union between the library and the study class. Librarians may greatly assist club women by keeping in touch with program work and furnishing references, suggesting topics for discussion, directing them to the best authorities, etc. The library should become the headquarters of the local club, and, wherever possible, club meetings may profitably be held within the rooms of the library building. Thus would the library pos-

sess the fine literary atmosphere—the true culture spirit, with its vivifying power—that must accompany such a union of interests, which would vastly aid in establishing the library in its rightful place as a center of influence in the community.

She advocated the maintenance of a central traveling library equal to all demands, with syllabi to accompany courses of reading, because of the great value of suggestive aids to interpretation, in assisting the average reader to grasp the underlying motives of books under consideration.

She referred to the fact that New Hampshire has inaugurated a plan for supplying every town with a free public library, that, like our compulsory system of education, the inhabitants are required to sustain, state aid to be furnished when the per capita tax is insufficient to meet the necessary expenses.

She urged that some definite result shall follow this meeting; that all may be imbued with a determination to accomplish something more for Wisconsin than has yet been undertaken. Several lines of endeavor already referred to, and also the summer library school, with its unfolding possibilities, appeal to us. Where shall we lend our most strenuous effort? Lowell, when speaking of those who in the past have wrought for the advancement of human kind, said:

Their thoughts, their wild dreams even, have become

Part of the necessary air men breathe.

By those of us who believe the coming of a finer and higher social state is not a Utopian dream, that

"A greater tomorrow is on its way,"

the public library is looked upon as a most important factor in its development, and a great blessing is sure to follow consecration to this branch of social service

Mrs Morris was followed by Miss Countryman from Minneapolis public library, who was in Madison giving a series of lectures before the library school. Miss Countryman's address was one of the most practical delivered.

during the entire meeting. An epitome of her paper will be found elsewhere in these pages.

Mr Hutchins, of the library commission, followed with an appeal to the librarians present to take a greater personal interest in the work which they were doing. He urged them to learn the library and its various situations and patrons, and particularly to attract the children of the poorer classes to the library. The diffident should be encouraged to feel at home, and to use the library as an institution of which they are owners. The spark of enthusiasm which may have been kindled in some unknown way may die at the sight of the frowning face of the librarian.

Mr Hutchins was followed by Miss Stearns, who read a paper written by Miss Haines of the Library journal on Library reports. The writer decried the poor material that many of these reports contained, much of it being irrelevant to the subject. A number of amusing examples of material offered for report was given. The writer's position as a reviewer of library literature, gave her ample room and material on which to base her remarks. The paper furnished much entertainment for the audience.

After some discussion the association adjourned, to accept the invitation of the local library staffs to attend a picnic supper and camp fire held in one of the beautiful groves on Monona lake. This was a pleasant feature of the meeting. The evening was cool enough to brace the appetite of the company, and an ample supply of most delicious viands was at hand. After the bountiful supper had been disposed of, the company gathered around the camp fire in the dusk of the evening, and a pleasant hour was spent in short addresses, story-telling, and singing of songs. At a late hour the company boarded the steamer and went for a sail on the lake.

The meeting opened on Friday morning with a series of talks by those connected with the Wisconsin library commission. Mr Hutchins first gave an

account of the progress of library matters in the state. The extension of the work was due primarily to the efforts of members of the A. L. A. The commission was the result of the work of a few, who found it very hard at first to interest others in the work. Now, everyone is interested. The spirit of helpfulness so prevalent today grew by the desire of the early workers to help others to a higher plane of usefulness in the library field. Mr Hutchins gave a short history of the growth of the Wisconsin library commission, and then warned the association against giving up to the library commission its efforts which had been so effective in the earlier years. There has been more work done in library matters in the last three years than in fifty preceding years, and 1,400,000 books have been added to the libraries in the past four years.

Very liberal library laws have placed Wisconsin in the front ranks of library work. The commission is receiving now \$7500 per year for carrying on its work. None of this is expended for books or material. These latter are received by donations, or as a result of direct taxation. There are 80 free libraries in the state, and 22 of these are in towns under 2000 population. The greatest drawback is the lack of knowledge of how to start right. When the libraries are started right they go right. The plans have been laid to remedy this, and better results are looked for.

Mr Hutchins was followed by Miss Stearns, who spoke of the future plans of the work. The keynote of the success of the coöperation between the different forces at work in Wisconsin is harmony. This has been brought about by the officers being identical in nearly every association. The president of the Library association is also president of the State federation of women's clubs, and the officers of the Library commission were for many years officers of the Library association, and also members and officers of the Federation of clubs. The plan for the future was to eliminate the idea of inspectorship.

of small libraries, and make it kindly visitation. An effort will be made to centralize the work, taking a certain part of the state, and working from some organized center to reach all the surrounding towns and villages. An effort will be made to stir up rivalry between towns, also, wherever there has been a start made. The commission will assist in starting women's clubs, and afterwards interest them in the library. Miss Stearns expressed herself as being gratified that the commission was to have the services of Miss Marvin and Miss Tanner to look after the technical and æsthetic parts of the work.

Miss Stearns was followed by Miss Marvin, who said that she felt much like the caddy in a game of golf. Emphasis is given to personality in the work, but the mechanical side must be well adjusted or the library fails. The outside work of the library cannot be well done if the inside is not well organized. The classifying, cataloging, reference work, etc., are not so inspirational as meeting people and booming the library, but they are equally necessary. The question should not be how many libraries are at work, but how good are the libraries in our midst.

Miss Marvin was followed by Miss Gattiker, who gave a very interesting talk on the part that foreign books, particularly German books, bear in the libraries of Wisconsin. So large a percent of the people are German that it is found necessary to add German books to the libraries of the state. Miss Gattiker then took up a list of a hundred popular German books for small libraries, which she had compiled at the request of the commission, and went through the list, calling attention to the most important ones and describing some which she thought important in the library.

Prof. Freeman, of the University of Wisconsin, was down on the program for an address on Shakespeare. The association waited for him for some time, but only to receive the announcement that he was packing his trunk to

start for Europe, and would not be able to keep the engagement. The remaining time was taken up in discussion of how best to fill periodical sets, and also a discussion of the place of women on library boards. The point was made that women are apt to think a refusal to follow their views a personal matter, and that they have not learned to stand a defeat of their propositions without melting into tears. This idea was combated very strongly by several members, and the question at the end was a drawn one. The meeting adjourned until the afternoon.

The first paper of the afternoon was written by Miss Biscoe, public library Eau Claire, on the subject of book bindings. Miss Biscoe had prepared a tabulated statement showing the number of times certain books of different publishers were circulated before being sent to the bindery, and calling on the librarians to protest to the different publishers against the poor work which is done in binding popular books. Miss Biscoe was prevented from being present by illness, and her paper was read by Miss Smith. As soon as the paper was read, Miss Stearns made a motion that the paper be sent to the Library journal for publication, which was carried.

The next paper was on Library cranks, by Miss Baker of the State historical library. Miss Baker had compiled a number of interesting, amusing, and instructive incidents which had come under her observation, showing the different kinds of people one is apt to meet in the work, and how to deal with them.

The next paper was on Pictures, and how to use them, by Miss Dousman of the Milwaukee public library. An abstract of the paper is found elsewhere in PUBLIC LIBRARIES.

Discussion of the paper was by Miss Tanner, art director of the Milwaukee library commission. Miss Tanner spoke without notes, and in an address of 45 minutes gave a large amount of useful information about pictures, how to mount them, how to use them in the library, and also plans for circulating

them in the country districts. The address was bright, interesting, and entertaining.

In the evening the association made an excursion around Lake Mendota on the steamer, as the guests of Mrs C K Adams. At its close refreshments were served at the café, followed by a pleasant hour of music and dancing at the library club house.

Chicago—The library club opened the season with a brisk meeting Thursday evening, October 12, at the Chicago public library. An announcement that expressions of opinion would be called for upon the question, What should the Chicago library club stand for? bore fruit in an interesting symposium in which nearly all present participated. Many and varied opinions as to the club's position, purposes, and duties were brought out, and the general revival of interest which resulted cannot fail to affect the future of the club and its work. At the close of the discussion Mary E. Hawley, of the John Crerar library, gave a most entertaining account of the A. L. A. conference at Atlanta, and of interesting incidents and experiences connected with it.

Minnesota Library Commission

The Minnesota library commission has been appointed as follows: Margaret J. Evans, Northfield, chairman; Gratia Countryman, Minneapolis, secretary. Ex officio members: Warren Upham, secretary State historical society, St Paul; Cyrus Northrop, president of State university; John H. Lewis, state superintendent of public instruction, St Paul. \$5000 has been annually appropriated for two to carry on the work. The immediate work will be to gather statistics of Minnesota libraries; to find out where they are and what their condition. There will be about 10 traveling libraries of a general character ready for use by January 1.

For Sale—2 copies of the Decimal classification, '94 edition, in full limp morocco. Price \$3 50. J. C. Dana, Springfield, Mass.

Library Schools

Drexel

The new term starts with an enrollment of 20 from the following states:

Connecticut, 2; Michigan, 1; Maine, 1; Delaware, 2; Wisconsin, 2; Pennsylvania, 6; New York, 2; New Jersey, 2; Massachusetts, 1; North Carolina, 1.

Mary Parry Farr has been appointed instructor in the Library school, Drexel institute.

Marjorie L. Holmes, '99, has been appointed assistant in the Drexel institute library.

Louise F. Buhrman, '99, appointed librarian Girls' normal school, Philadelphia.

Caspar Gregory Dickson, librarian Macalester college, St Paul, Minn.

Illinois

The school opened on September 20. The classes number 26 senior and 25 junior students, coming from the states of Colorado, Illinois, Iowa, Kansas, Michigan, Minnesota, Nebraska, New Hampshire, New York, Ohio, and Wisconsin.

Twenty-five sophomores and freshmen have registered for the library course, making a total of 76 students in the university registered in that course.

Miss Woodworth, of the New York state library staff, visited the school September 20 and 21.

A joint meeting of seniors and juniors was held September 21, at which the seniors, who had been employed in library work during the summer, related their experiences, including descriptions of libraries visited other than the ones in which they worked. Twelve of the seniors had been thus engaged, and their experiences proved both interesting and instructive, and ranged in location from Philadelphia to Omaha.

Dean Scott of the law school lectured before the senior class on September 28 on Law bibliography for reference in a public library.

Prof. Rhoades of the German department lectured before the senior class

October 3, on German books desirable for a small public library.

These lectures were the first of the course in advanced bibliography.

The library club held its first meeting October 5. Heretofore the club has been very informal in its organization, the administration being in the hands of a committee of three elected every term. In view of the increased membership it seemed desirable to have a simple form of organization, and at a meeting on October 10 a very simple constitution was adopted, and the following officers were elected to serve one semester: Miss Sharp, president; Miss Jackman, secretary-treasurer; Misses Gibbs, Seeley, and Howard, executive committee.

A social meeting was announced for October 21.

New York

Calendar for fourteenth school year, 1899-1900

School opened Wednesday, October 4.

Election day, holiday, Tuesday, November 7.

Thanksgiving recess begins Wednesday noon, November 29.

Thanksgiving recess ends Monday noon, December 4.

Christmas recess begins Friday a. m., December 22.

Christmas recess ends Tuesday p. m., January 2, 1900.

Lincoln's birthday, holiday, Monday, February 12.

Washington's birthday, holiday, Thursday, February 22.

Course examinations begin Wednesday a. m., March 28.

Course examinations end Friday p. m., March 30.

Visit to Boston and other New England libraries begins Tuesday a. m., April 3.

Visit to Boston and other New England libraries ends Friday p. m., April 13.

Lectures begin Tuesday a. m., April 17.

Memorial day, holiday, Wednesday, May 30.

Entrance examinations begin Tuesday a. m., June 12.

Entrance examinations end Friday p. m., June 15.

Course examinations begin Tuesday a. m., June 19.

Course examinations end Friday p. m., June 22.

School closes Friday p. m., June 22.

If the conference of the American Library Association occurs during the school year, lectures will be suspended during the conference week in order

that as many as possible, both of faculty and students, may attend the sessions.

The dates of the summer course will be announced early in the school year.

The school opened with 42 students distributed geographically as follows:

Class of 1900—Ohio, 1; New York, 3; Massachusetts, 3; Wisconsin, 1; Connecticut, 1; Illinois, 1; California, 1. Total, 11.

Class of 1901—Pennsylvania, 2; Massachusetts, 5; Connecticut, 2; New York, 8; Iowa, 2; Maine, 2; California, 1; New Jersey, 1; Wisconsin, 2; Nebraska, 1; Indiana, 1; Maryland, 1; Vermont, 1; Ohio, 1; Illinois, 1. Total, 31.

SALOME CUTLER FAIRCHILD.

Pratt

The library school opened Oct. 3, 1899, with its usual number of first-year students, and three students specializing for the work of children's librarians. Classified by states, the record of the class is as follows:

Colorado, 1; Connecticut, 1; Georgia, 3; Massachusetts, 4; Minnesota, 1; New York, 11; Ohio, 1; Pennsylvania, 2. Total, 24.

Gertrude E. Lachlan, '96, has been engaged to classify and catalog the new Henry McCaddin memorial library in Brooklyn.

Helen L. Plummer, '98, has accepted a position as assistant in the public library of Denver, Col.

Emily Turner, '98, has been engaged to reorganize the public library of Oshkosh, Wis.

Mary Williams, '98, has accepted a position in the library of Hampton institute.

Bertha S. Wildman, '99, has been made librarian of the Madison (N. J.) public library.

Mabel Shryrock, '99, has been engaged as an assistant in the Carnegie library of Pittsburgh, Pa.

Carrie C. Dennis, '99, Historical course, has returned to her position as librarian of the Lincoln (Neb.) public library. A new building, it is hoped,

will soon be erected (to replace the old one recently destroyed by fire), and the library reorganized on new methods.

City library, Springfield, Mass.

The training class of the City library of Springfield was taken up December 1, 1898. Six of fourteen applicants were accepted after a competitive examination. All the competitors agreed, if they were taken into the class, to give 30 hours' service a week in the library for nine months from the date of entrance, less three weeks' summer vacation, and to spend six hours per week in reading in the library. No formal course was laid out, and only a moderate amount of class instruction has been given. Each member of the training class was instructed personally by one assistant after another in the several departments of library work. The librarian gave informal talks on various phases of library economy on Tuesday mornings, and on other mornings the first assistants talked with the class about reference books, cataloging, etc.

In addition to the work in the library the training class visited the libraries at Westfield, Pittsfield, Hartford, Northampton, Holyoke, Amherst, and Mount Holyoke college. They have also paid a visit to the Albany library school and have attended two meetings, one at Westfield and one at Amherst, of the Western Massachusetts library club. They visited a paper mill and a bindery, and each bound a book from the taking it apart and resewing, to the putting on of a paper label on the back. In their first term they visited a printing office and set type with their own hands, and helped to make up a small form and run a small press. The Complete librarian is a small volume written, printed, and bound by the class.

Public library, Los Angeles

The training class of the Los Angeles public library finished their first course September 1. Four of the 10 members will take the second course. The class, under the supervision of the director, Mary L. Jones, has organized

the new public library at Long Beach. The new class began work October 25. Elizabeth Fargo, for eight years on the staff in the Los Angeles public library, has been made assistant librarian in the State normal school.

Gertrude Saxton, who took the library course in the eighth class, has been made librarian of the State university of Washington.

Surplus Funds of Second International Library Conference, 1897

The financial statement of the Hon. treasurer included in the volume of Transactions and proceedings of the second international library conference (1897), delivered last year, stated that there would be a surplus after paying for the printing, binding, and distribution of the volume.

The organizing committee having anxiously considered the question of administering the surplus, have, by the vote of the majority, decided to make a grant of £20 to the Bibliographical society, and to hand over whatever money remains after winding up the affairs of the conference to the Library association, as they are satisfied that body will devote the money to the best advantage in advancing the objects which all the members of the conference had in view.

Before settling the final balance sheet, the organizing committee consider they are bound to communicate with the ladies and gentlemen who generously made donations to the reception fund. The net amount received under this head was £274 16s. od., and the expenses £201 9s. 7d. (see the financial statement in the transactions, p. 279). The committee will be glad to return to any contributor to the reception fund a sum equal *pro rata* to his or her share of the whole balance, but any application for such a return should be made to the treasurer, H. R. Tedder, Esq., Athenæum, Pall Mall, not later than November 15, after which date the organizing committee will consider themselves fully at liberty to dispose of the entire surplus in the way proposed.

J. Y. W. MACALISTER, *Hon. Sec'y-Gen.*

The College Section

*The ethics of the college library

Linda M. Duval, Ohio Wesleyan university, Delaware, Ohio

When a mother, half regretfully, sends her boy from the shelter and protection of home to perfect his education in some far-away city she firmly believes that he is about to become a member of the great world society; that he must encounter the problems of real life, which are, as yet, unknown to him. But how far is her thought from the reality. Real life is governed by laws totally different from those which regulate student life in general. The student world is a world within itself—a typical *multum in parvo*.

Nine-tenths of our college students have no care whatever for the morrow; every want, real or imaginary, being provided for by parental foresight. The financial problem, or the nice balancing of that which one has with that which one desires, has but little terror for the college student, for he has a reserve on which to draw at will. Not being held personally responsible by public opinion a debtor's conscience is to him an easy one, he is only a debtor by proxy. Some one says: The student is in the transition stage, between the text-book with its daily task and the practical questions of science, history, language and government.

Again, questions of honor bear an interpretation in student philosophy quite at a variance with the ethics of practical life. Take for example the practice of "running in," so familiar to observers of university life. Is the custom not excused by those who would in after life blush to be found the possessors of that which is rightfully the property of another? What is a "trophy" in student parlance becomes a theft in the language of the street; what is styled a "prank," an offense against law and society.

In illustration of the latter phase we have only to recall the recent student demonstration in the streets of Prince-

ton, N. J., "an unwritten law," a Princetonian tradition against circus parades, led to an unseemly street fight between students, paraders, and police, resulting in painful injuries to many participants.

In student ethics, laws are made only to be broken. The student decorates his sanctum with choice volumes from the library, pictures from the halls, umbrellas from the professor's hat-rack, and considers himself a very brainy man.

The European student is often more lawless than the American, notwithstanding the fact that police surveillance is more alert there than here. The Corps of the German universities and the Licencies of France are famous for their riots, duels and extravaganzas.

Yet the ceremony of graduation once over, a subtle and sudden transformation takes place, the student "puts away childish things" and becomes a man of the world.

Enough has been said to show that the student world is a microcosm, whose conditions are abnormal and peculiar. College president, professor, and librarian find themselves constantly deflected from some prearranged course by a peculiar undercurrent of what may be termed student ethics. The librarian, perhaps more than any other member of the faculty, has to do with this shifting, moral code, this variant, ethical pulse; for the library is, or should be, the center of university life. Here all interests focus and thence radiate to their proper point in the great circumference. Pres. Hyde, of Bowdoin, says, in his annual report for 1899: Here the undergraduate is brought into relations with the alumni, for it is the treasure house of old records, class albums; and among its most highly prized and carefully guarded alcoves is that devoted to the writings of graduates.

The encounter between college professor and student at the library shelves, the questions asked and answered, the confidential talk, the bits of friendly counsel, are all but so many links in an

*Read at the meeting of the Ohio library association, August, 1899.

inconspicuous chain which binds teachers and students in helpful relations, and hands down that love of truth, reverence for the right, and spirit of brotherhood which is the basis of all real progress.

Hither the student flees for an hour of quiet study. Here come the whispering lovers, the noisy sophomores, the restless freshmen. The practical joker and the honor men here sit side by side; the awe-inspiring senior and the meek down-trodden "prep" touch elbows. Everyone knows his neighbor and has some interest in common with him. The little reading room is full of young enthusiastic spirits, surcharged with life and energy, with unlimited powers of accomplishment, with wondrous possibilities for grand achievement in every department of knowledge. It is a beautiful sight. Truly the librarian lives in an atmosphere of possibilities. Our president always lingers in the doorway with a fond smile at the vision of so many young and eager seekers after truth.

To develop these latent possibilities, to instruct, befriend, control, and inspire these youthful minds, is the peculiar duty and privilege of the college librarian. This paper has to do with but one of his many functions, that of control.

From what has been said, it will readily be seen that the rules and regulations of a city library will not apply in all respects to the college library, owing to certain student peculiarities. Some one has said: There are but few notes in music, but few letters in the alphabet, but few axioms in mathematics, but few elementary substances in nature; so there are but few solid principles in the moral and intellectual world which lie back of everything, and which govern operation of thought and emotion. Personally we are in favor of few rules religiously enforced save when circumstances clearly justify an exception. It has been made the experience of all educators that rules are the *impedimenta* of the obedient and the playthings of the disobedient. Hence a

very few general regulations, covering the important points, will suffice to keep the machinery of the library in good order without restricting the liberty of those who will abuse its privileges. Individualism in school, college, and library is the method of the future. Why formulate regulations which will weigh most heavily of all upon the obedient student, because they deprive him of coveted privileges? Why not rather refuse the offender a concession which he has already abused?

We have visited college libraries whose rules and regulations were too lengthy for the perusal of a busy woman; and knowing the habitual carelessness of the student, have wondered at the useless placard read only by the super-conscientious. Let the spirit of law and order pervade the whole atmosphere. Let the formulated regulations be few, clear, and comprehensive, enunciating the three general principles of order, honor, and punctuality, and the student who loves nothing better than something catchy, something mottolike, will remember and heed. A love for order and quiet in the library must be inculcated in the student, and this is sometimes a sentiment of slow growth; but once inculcated is ineradicable, and is the librarian's strongest aid in subduing the noisy and boisterous, for we have already seen that tradition and custom are strong forces in the student world.

The *esprit de corps* of the student is another vulnerable point upon which the librarian may seize for the accomplishment of his aims. Let him but awaken an enthusiasm for the library and its ideals; let him make it attractive with bulletins and pictures; let every student feel that this is one place which is his very own, and there is nothing he will not do for its success.

To have aided in the molding of character is a triumph. The profession of librarian, which the nineteenth century has created, implies not only the lover of books, but the lover of his kind—one who earnestly desires to make his life work of profit to his patrons.

Books influence us more than personalities; imperceptibly they make our ethical standards and mold our character. They exact that most potent of all forces—a silent influence. What ethical possibilities lie then in the choice of the books to be put upon the shelves? The college librarian who chooses the best, and awakens a thirst for the pure in literature, has touched a spring of influence which shall put in motion mighty capabilities.

A course of library lectures on ethical subjects would aid greatly in the dissemination of the true library aims. Two lectures each term—one on Library ethics from the student's standpoint, and another on the Use of the literature of knowledge and of that of power, would stimulate both the use of books and the spirit of consideration for others.

We have lecture courses for literature and art, for music and science, yet these subjects are much better understood than library economy, of which the great majority of library patrons have but vague ideas. Several libraries have inaugurated a series of library talks, but no established course has been followed. Why not have a lecture bureau, upon which all subscribing libraries might draw for an annual course of lectures? Why not incorporate the lectures in the college curriculum and make the attendance compulsory? We have marked literary and artistic ability in our midst, which could in this way be utilized and enjoyed by the many instead of by the few. A small sum would cover the expense, and the good effects would be immediate and general, to say nothing of the help and encouragement it would afford to the local librarian, who, struggling alone and unaided, has need oftentimes of a helping hand. The librarian himself could give side talks on local problems, and thus prepare the way for the lecturer.

By means of such a course vital library topics could be touched upon, such as The care of public buildings, The handling of books, Care of pic-

tures, etc., topics that are as vital to the library patron as to the librarian himself.

I know of no topic which so much needs agitation as the care of public buildings. It is surprising that so little literature has been published on a subject so important. All European travelers are impressed with the neatness and beauty of the public buildings; with the trim, clean parks and sidewalks; with the many artistic evidences of the zeal of the *verschönerungsvereine*.

In striking contrast are our own careless habits, our vandalism, the deliberate marring of the shapely and the perfect for the gratification of the passing moment. American youth is surely lacking in reverence for the beautiful in architecture else it could not, even in class or fraternity emulation, mar the fair surface of a delicately tinted wall, or the rounded smoothness of a glistening pillar with its class mottoes and Greek letter symbols.

The Swiss, noted everywhere for their neatness, are exquisitely so in the handling of books. As soon as the Swiss student reaches his home he covers his library book with brown paper, and always uses a pocket-handkerchief in holding.

Every good book is the life-blood of a master spirit. Should it not be kept from unseemly soiling, and receive the care which it deserves? There is need of lectures and vigorous agitation along all these lines.

The science of library economy is a comparatively new one. How much has been accomplished in the last decade! Yet what heights remain to be climbed, what deeps to be sounded! That the future will perfect our appliances, simplify our methods and advance our ideals, who can doubt? Little by little we shall prune away imperfections in classification; increase our mental store; specialize, broaden, and perfect every function of our noble calling. In that day of fuller knowledge, when science shall be elevated to an art, the ethical side of the college library will receive the consideration which it mer-

its. Then will the library become not only the storehouse of intellectual treasure, but also an ethical force.

The number of books added to the Princeton university library during the past year was 12,055; pamphlets, 6330. The growth of the library is indicated by the fact that the year previous the additions were 5200, while for six years previous, following 1890, the average was about 2500, and for the previous six years preceding 1890, about 1200. The prospect for this year is of still larger increase, as after two months only not less than 6000v. and 18,000 dissertations are already in sight.

Harvard has a new department library building situated in the house at 12 Quincy st., which was left, together with a library of rare books and various objects of antiquarian interest, to Harvard by the will of Mr Warren last winter. The new library will consist of the Child memorial library; the French, German, and Romance libraries of the division of modern languages, and the Sanskrit library, all of which have hitherto been housed in Sever hall. The total number of books comprised in the three departments is above six thousand. They will be open to students of the university who are pursuing courses in English, modern languages, or Sanskrit.

Through the generosity of Mayor James D. Phelan, of San Francisco, the library of Leland Stanford jr. university has been enriched by a valuable collection of books on political science and administration. The works have all been carefully selected by the professors of economics and sociology at the university, and include the most important publications in English and foreign languages relating to matters of government and finance, both national and municipal. Added to the already important library of economics in the university the mayor's gift will make the department of sociology very strong in reference material. Mayor Phelan's present amounts to over 700v.

The Business Man's Point of View of the Library

The following novel and interesting circular is being sent out by Mr Dana, of Springfield, Mass., the results of which will be waited for with much interest.

To the Librarian of.....

I plan to print on about three hundred postals the following questions, addressing the "return" part of the postals to some person in the city previously consulted in regard to the matter, who is not connected with the library and is not generally known to be either friendly or antagonistic to it, thus making the inquiries seem to come from him.

[The postal.]

"1 What use do you make of the public library?"

"2 What changes in its management would make possible a larger use of the library by yourself or by others?"

"Please answer on the return postal herewith, detach and mail."

"Sign your name if you see fit."

"I am trying by this means to get some new light on public library management. My purpose is not at all to criticise our local institution."

These postals I suggest sending to three hundred of the leading business men in town who are known not to make use of the library and known not to take an active interest in it.

Will you do this same thing in your city?

It is common knowledge among librarians that its lending use, outside of 60 per cent fiction, is chiefly made up of books taken by teachers and children, and that after you get outside of teachers, children, women's clubs, and ministers, you do not find a great many in the community who use the library. You can put it in this way:

The public library does not commonly interest the average business man.

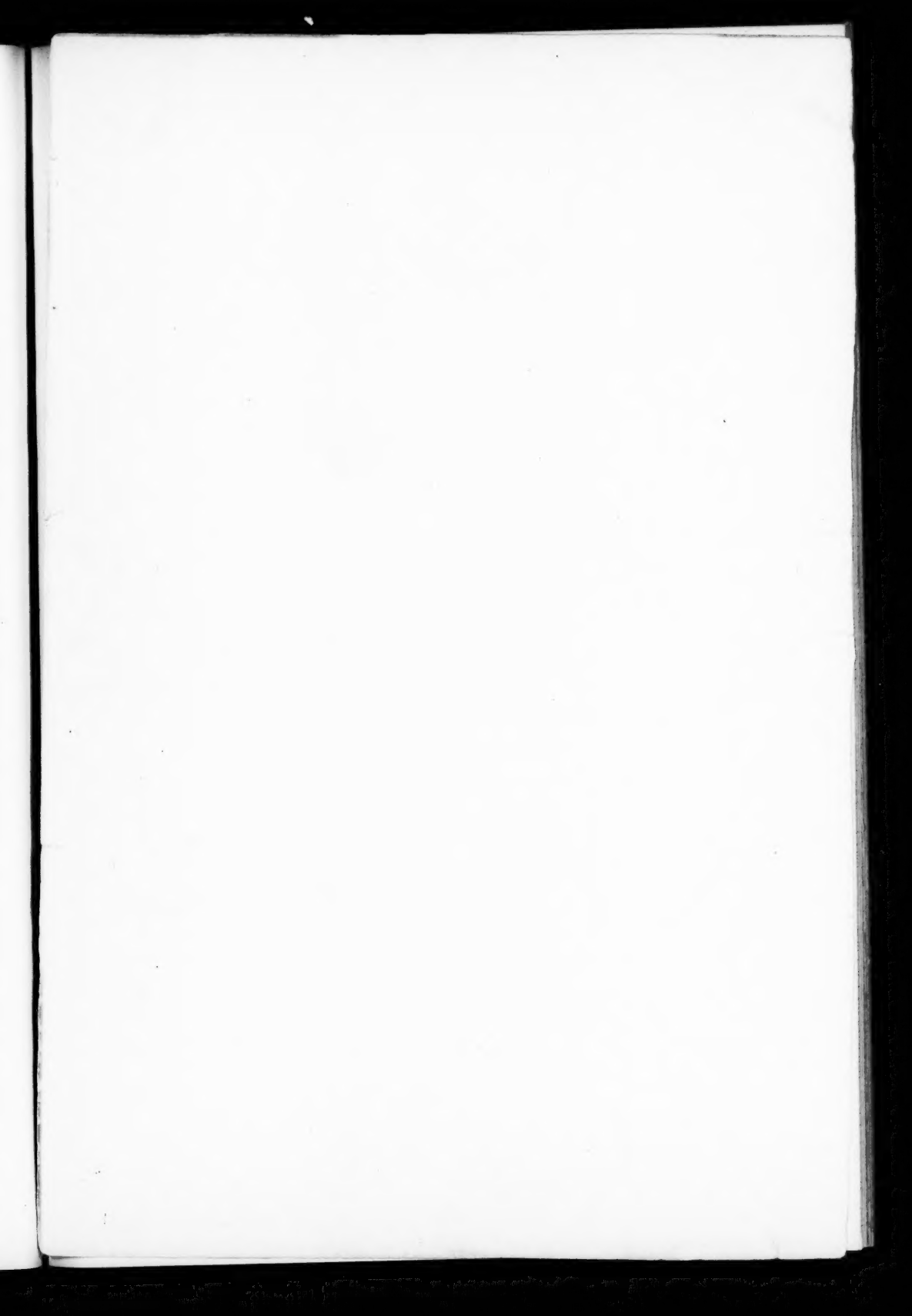
Perhaps it cannot; perhaps it should not; but it would be interesting, and I believe of value, to get at the business man's point of view.

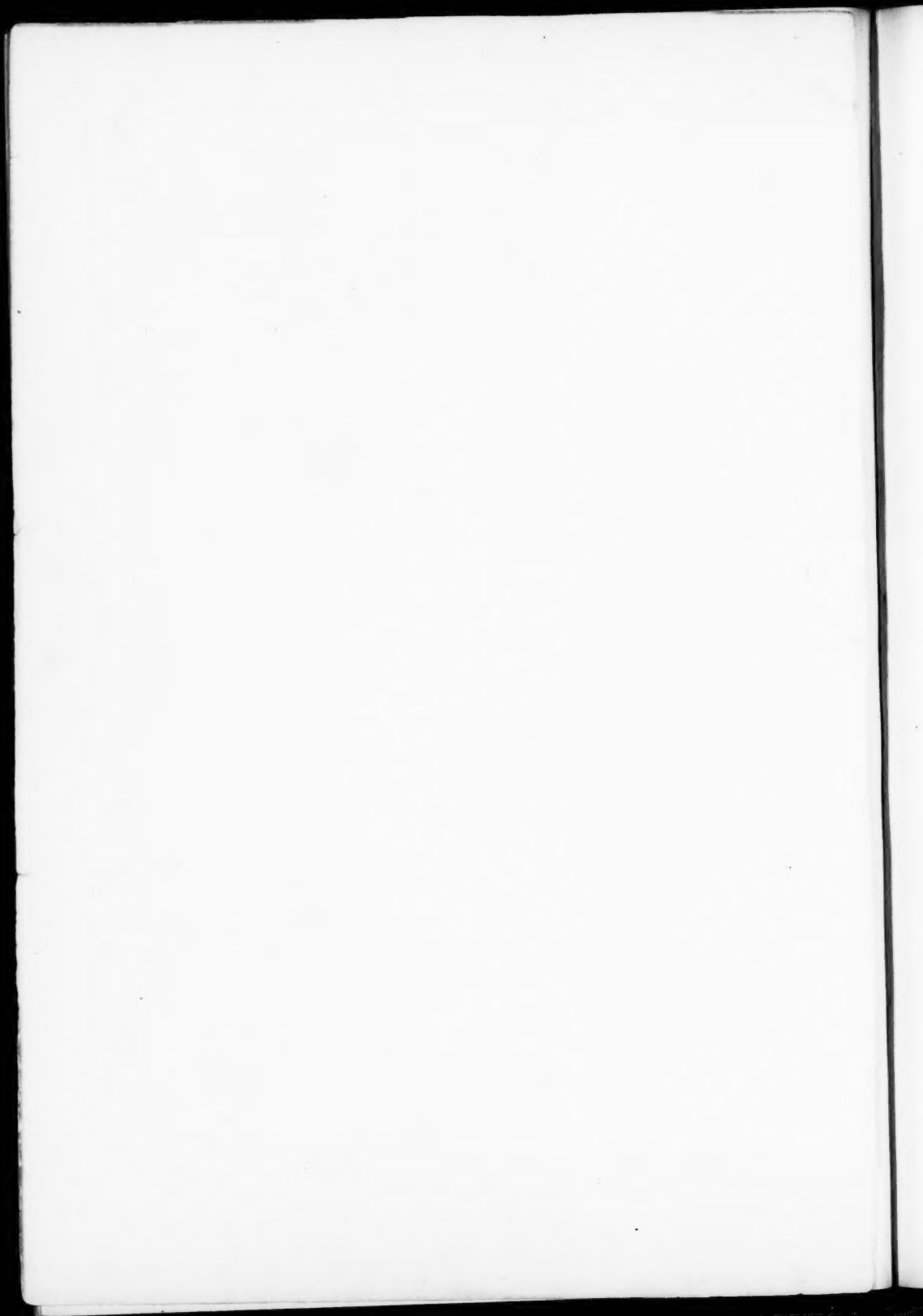
To do what I suggest would cost perhaps \$6 or \$7 for each library sending out their return postals.

Will you undertake it and tabulate your replies and return them to me? I will keep all reports entirely private as far as you wish; and will tabulate all replies, and report to you and the other librarians who enter into the investigation.

I am sending this to thirty librarians. If I get a sufficient number of favorable replies to make the experiment worth while, I will let you know.

Yours truly, J. C. DANA,
Librarian.





News from the Field

East

Judge Coe, of Meriden, Conn., has given \$5000 to the Middlefield public library.

F. A. Chase, librarian of Lowell, Mass., was married June 26 to Harriet Louise Conant.

Conway, Mass., is to have a new library building, the gift of Marshall Field of Chicago.

Lida V. Townsend, Pratt '99, began work July 1 on the catalog of the Worcester (Mass.) law library.

George F. Edmunds has presented 2,500v. of standard books to the High school library in Burlington, Vt.

Myra F. Southworth, for many years librarian of Brockton, Mass., has been elected librarian of Keene, N. H.

The city library of Springfield, Mass., is changing its classification from the fixed location to the Cutter system.

Allen M. Fletcher, of Indianapolis, is building a handsome library building as a memorial to his father at Ludlow, Vt.

Clarence W. Ayer, assistant in Harvard library, has been elected librarian of Brockton, Mass., to succeed Mr Moulton

The Boston Book Co. has issued the first 10 numbers of the Bulletin of bibliography in bound form, with a title-page and index. They have a limited supply for sale at \$1.50 a copy.

John G. Moulton, formerly of Quincy (Ill.) public library, and for the past year librarian of Brockton, Mass., has resigned his position to become librarian of Haverhill, Mass.

Mabel Temple, Albany '90, has resigned the position of head cataloger at Brown university library, to accept the position of librarian of the North Adams (Mass.) public library.

Andrew Keogh, formerly sub-librarian of public library, Newcastle-on-Tyne, but who has been in the book business in Chicago since January, has

been elected librarian of the Linonian library, Yale university.

Harriet H. Stanley, Albany '95, has resigned the position as librarian of the Southbridge (Mass.) public library, to accept the position of assistant in charge of work with the schools in Brookline (Mass.) public library.

Ellen Frances Whitney, for 26 years librarian of Concord (Mass.) public library, resigned her position, but the board created the position of emeritus, and unanimously elected Miss Whitney to it as a mark of their appreciation of her long service.

The annual report of the Boston public library shows an increase of 17,162v., the total number being 716,050v.; amount expended for books, \$34,935; salaries, \$162,690; maintenance, \$64,808; \$4,050 was received in gifts; cardholders, 72,005; circulation, 1,245,842v.

The Goodrich Memorial library of Newport, Vt., was dedicated September 1. The library is built of brick with granite trimmings, and is two stories in height. It has shelf room for 20,000v. More than 17,000v. already are cataloged. There is a separate reading room for ladies and gentlemen, and an office for the librarian. On the second floor is an art gallery, a museum, curio rooms and a trustees' room. The structure cost \$25,000, and is one of the finest in the state. Mr Goodrich, in whose memory the building stands, left his entire property of \$75,000 for building the library, supplying it with books and maintaining the institution.

Arrangements are being made at the Springfield, Mass., library to send to the street railway office about 100v. as an experiment to see if the employees of the railway would like to use a small branch library if conducted in their office. The books chosen are largely novels, including works by Kipling, Stevenson, Dumas, Crawford, Gilbert Parker, S. Weir Mitchell, Jules Verne, H. C. Bunner, James Lane Allen, etc. There are also a number of books of science, travel, history and poetry. The books

will be given out by the men in charge of the office of the street railway, where a bookcase was provided at the time the building was opened.

Central Atlantic

Andrew Carnegie has given \$50,000 for a library in Beaver, Pa.

The Brooklyn public library are planning for 16 new branch libraries.

W. W. Bishop, formerly of Evanston, who spent last year in study in Rome, is now librarian of the Brooklyn Polytechnic institute.

William Thompson, of Philadelphia, and William H. Wolverton, of New York, have given \$10,000 for a town hall and public library for Alexandria, Pa.

J. C. Sickley, librarian of the Adrian library at Poughkeepsie, has issued a capital list of historical stories for use in connection with the schools of that city.

Andrew Carnegie has increased his donation to Washington public library by \$50,000, owing to the rise in price of building material. This makes the donation now \$350,000.

A beautiful and interesting piece of work is the catalog of the Gluck collection of manuscripts and autographs of distinguished people, that is in the Buffalo public library. The work was edited by Mrs H. L. Elmendorf.

The J. C. Witter Co., for many years the publishers of the magazine, Art education, and other publications in the interests of art in the schools, recently moved their entire business from 76 to 123 Fifth av., New York, ground floor, where, in addition to their publishing business, they will conduct a general art store.

The library commission of New Jersey has made all arrangements to send out the libraries provided for by the law establishing the work. A library will be loaned to any community applying for it, preference being given to the places where there are no libraries in existence.

Each community receiving the books is to appoint a trustee and librarian who shall be responsible for the books.

Central

Mrs P. S. Rose has resigned her position as librarian of Anoka, Minn.

Andrew Carnegie has given \$15,000 to Conneaut, Ohio, for a public library.

Helen L. Dickey has been elected librarian of the Chicago normal school.

Celia Hayward has resigned as librarian of Galesburg (Ill.) public library.

Emma Gattiker has been elected assistant librarian of the public library of Madison, Wis.

Charles Orr, Case library, Cleveland, has been appointed library commissioner of Ohio.

Casper G. Dickson, Drexel '99, has been appointed librarian of the Macalister college, St Paul, Minn.

Ella F. Corwin has been elected to organize the library of the new State normal school at Charleston, Ill.

Nellie E. Parham, Illinois '99, has been appointed librarian of the Withers public library at Bloomington, Ill.

Mary J. Jordan, Armour '97, has been elected librarian of the Central state normal school at Mt Pleasant, Mich.

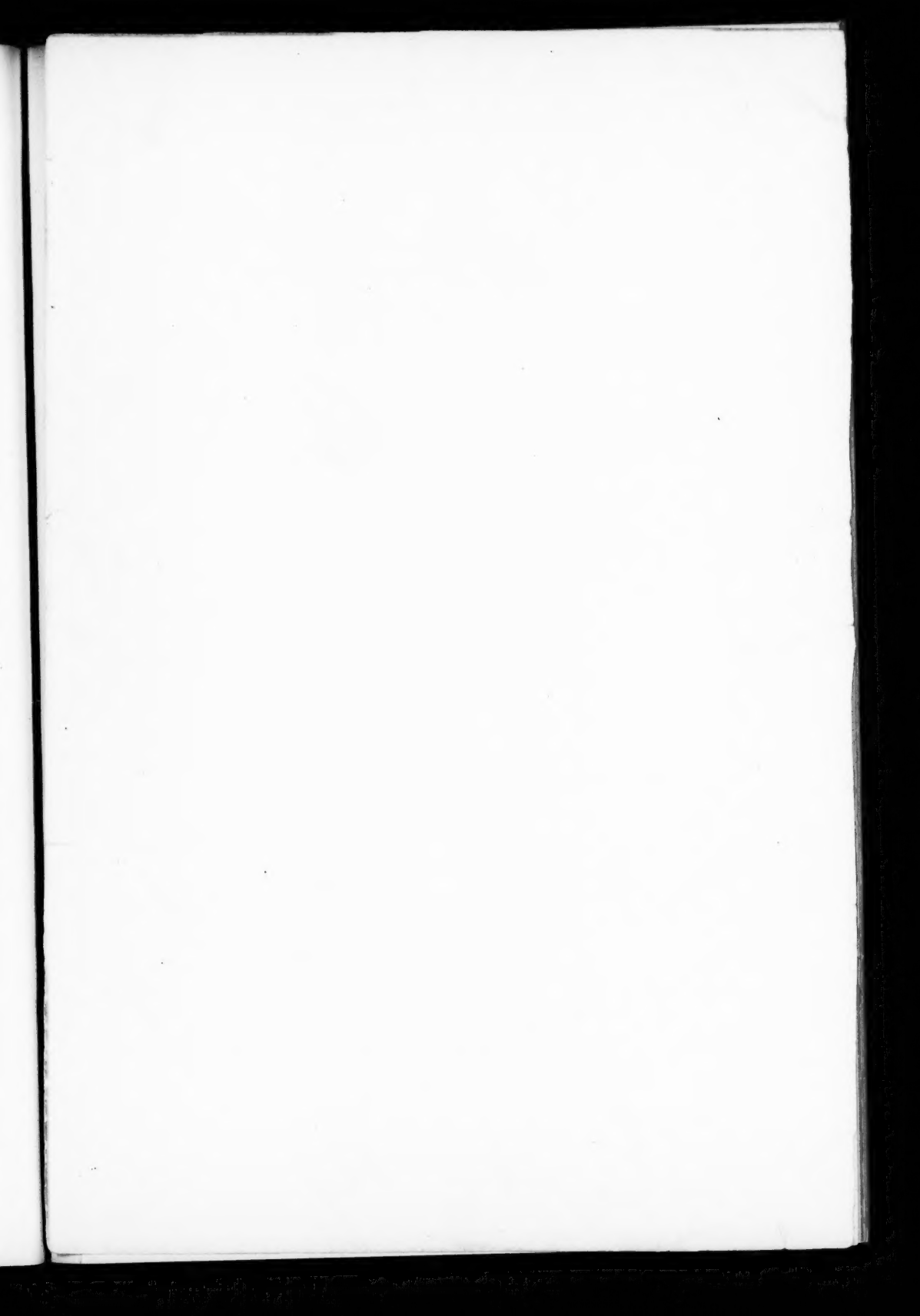
The Case library at Cleveland has opened a children's corner with 2000 books carefully selected and conveniently arranged.

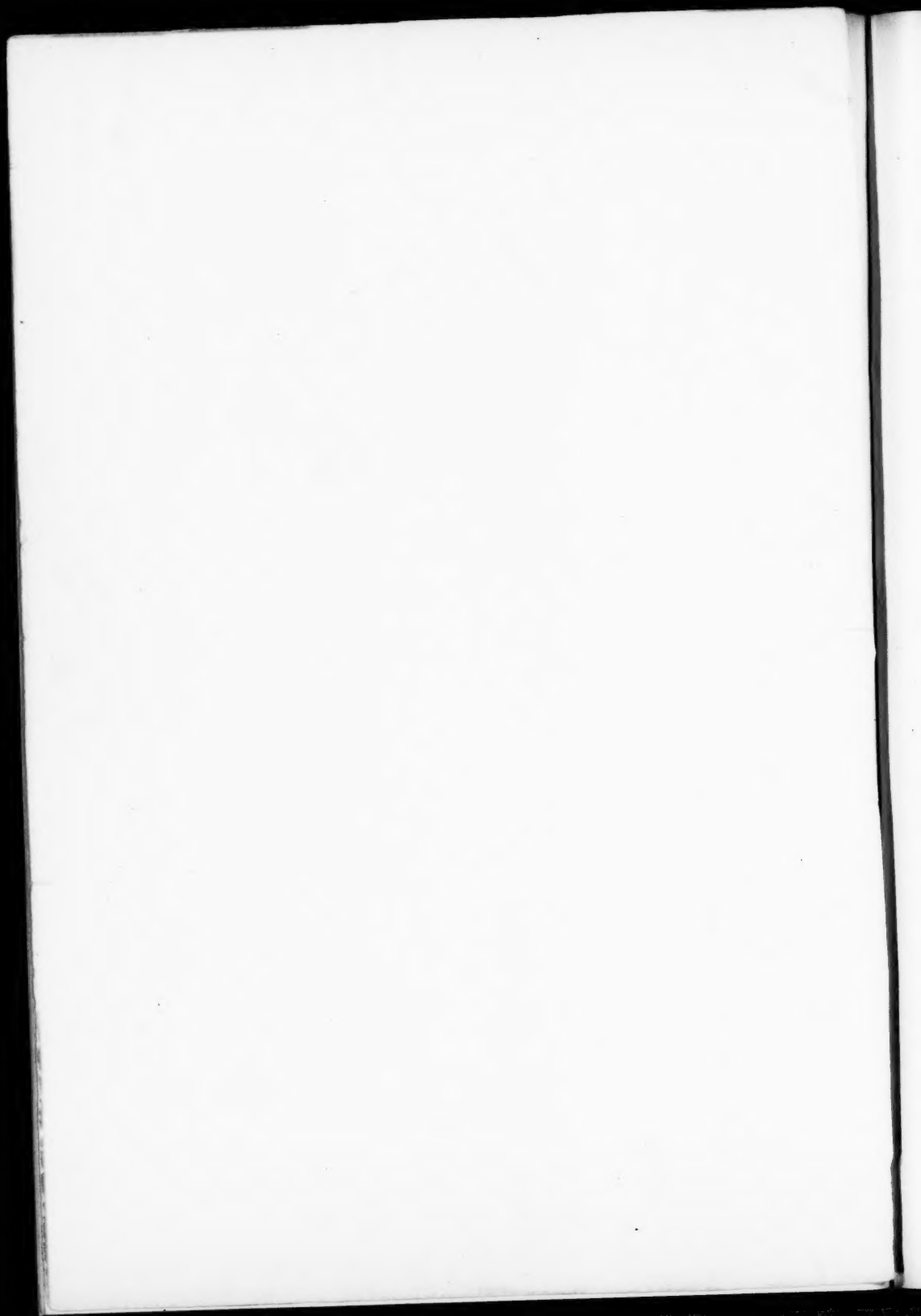
Jacob Haish, of De Kalb, Ill., has given \$10,000 for buying books for the library of the new State normal school starting in that city.

Elma Warrick has resigned as librarian of Withers library, Bloomington, Ill., to become librarian of the new normal school at DeKalb, Ill.

Nellie B. Fatout, of the New York State library school, 1898-99, has been appointed classifier and cataloger of the Anderson (Ind.) public library.

The public library of Dayton, Ohio, has received a gift of a valuable musi-





cal library by the will of I. E. Andrews, a prominent music teacher of that city.

The high school library and the public library of Fostoria, Ohio, have been consolidated, and will be conducted as one institution as a public library hereafter.

Harry A. Millis, Ph. D. (Chicago), has been elected reference librarian of John Crerar library, Chicago, to succeed Hervey White, who resigned on account of ill-health.

Electra C. Doren, of the Dayton (O.) public library, has been given a nine months leave of absence by the library trustees. Miss Doren will spend the time in Europe.

An effort is being made at Geneva, Ohio, to erect a library in memory of Platt R. Spencer, of penmanship fame. Spencer lived in Geneva in an early day and first taught his art there.

Julia Elliott, who has been connected with the Cleveland public library for some time, has resigned her position and will attend the library school at the university of Illinois the coming year.

Minnie Turner, who for some time has been acting librarian of the East St. Louis public library, has been appointed librarian. Myra Gray has been made first assistant, and Mary G. Keane second assistant.

Irene Warren, formerly librarian of the Chicago normal school, has just returned from a trip abroad. Miss Warren will spend the coming year in study of plans and methods for her new library in the Blaine teachers' college in Chicago.

Miss Moore, of Scoville institute, Oak Park, Ill., has a very interesting display of copies of the Burbank Indian pictures, arranged on a dark red background and set off by a number of Indian relics, clothes, and curios in the children's room.

The second annual report of the Appleton (Wis.) public library shows an increase of circulation from 21,958v. last year to 46,881v., and an increase in

cards issued of 1327. The interest in the library has been a steady growth, no booms, no relapses.

The library association of Xenia, Ohio, organized a library in 1878, which has since been supported by the ladies of the association. The property is now worth \$10,000, and has been turned over to the city, which will hereafter spend \$2000 a year for its maintenance.

The annual report of the Indianapolis public library shows a circulation for the past year of 430,676v. with 87,554v. in the library; 8330v. were added during the year. The public card catalog has been placed in the delivery room. A children's reading and delivery room was opened in September. There is space for about 7000v. The room is conveniently arranged and tastefully decorated.

The public library of Peru, Ind., held an author-guessing contest in June, which proved very stimulating to the interest of the children for whom it was arranged. The pictures of 77 well-known authors, of no particular age or nationality, were displayed in the library. A prize of a good juvenile book was offered to the child under 16 guessing the greatest number of authors displayed. July 1 was the limit set to receiving answers. No list with less than 50 names appeared. It was won by a boy who identified 58 out of the 70, and received The white cave, by W. O. Stoddard.

The St Joseph (Mo.) public library is doing much effective work in connection with the schools. A reading list for pupils in the grades of the public schools, for school and home reading, has been compiled by the staff, and Librarian Wright has offered prizes for the best letters about any book in the list, telling the book found most interesting, and those of greatest help in school work and lessons. A Dewey day was recently celebrated at the library by covering a blackboard with manila paper on which were displayed Dewey pictures, as well as a fine picture

of the United States flag. Surrounding the whole as a border were stars representing the states, the top line containing 13 for the colonies.

The Morrison-Reeves library at Richmond, Ind., is open to the public again, after a month's closing for needed repairs and improvements. The most important work and greatest change was in adopting the card system of charging in place of the ledger, which has been used for the many years that the library has existed.

In the ledger are recorded the first books read by boys and girls who have grown up to fill places of honor and responsibility. Rev. Dr William Bayard Hale, who is now delivering his second course of lectures at Oxford, Eng; Frank Scott, president of the great Century company; Mary Wright Plummer, who has reached the heights of library fame, and is considered authority on all subjects connected therewith; Hon. Henry U. Johnson, whose fine oratorical power and impetuous nature caused more than one scene—pleasant or otherwise—during the past few years in the halls of congress; George W. Julian, the statesman and scholar of more than national reputation, and to many another have the books recorded on these old pages proved a stepping-stone to greater things.

West

J. R. Russell has been elected librarian of Butte (Mont.) public library, to succeed J. F. Davies.

Annette Smiley, formerly of the Omaha public library, has resigned and is now with the Y. M. L. A. library in New York.

Pacific Coast

Andrew Carnegie has given \$50,000 for a new public library building at San Diego, Cal.

W. T. Williams, for some time assistant librarian of the Mercantile library in San Francisco, has been elected librarian of the institution to succeed Ina Coolbrith.

Oakland, Cal., has been offered \$50,000 for a new library building by Andrew Carnegie, provided the city will furnish a site and a yearly fund of \$4000 for maintenance.

South

Helen Gould has given \$300 to the book fund of the new public library of Dallas, Tex.

The Y. M. L. A. building at Atlanta was sold recently for \$22,600. The library will occupy the building for a year yet.

Andrew Carnegie has given \$50,000 to Fort Worth, Tex., for a public library. Dallas is also the recipient of his generosity, having likewise received \$50,000. According to his custom, Mr Carnegie stipulates that the respective cities shall provide sites for the buildings, and at least \$4000 a year for maintenance.

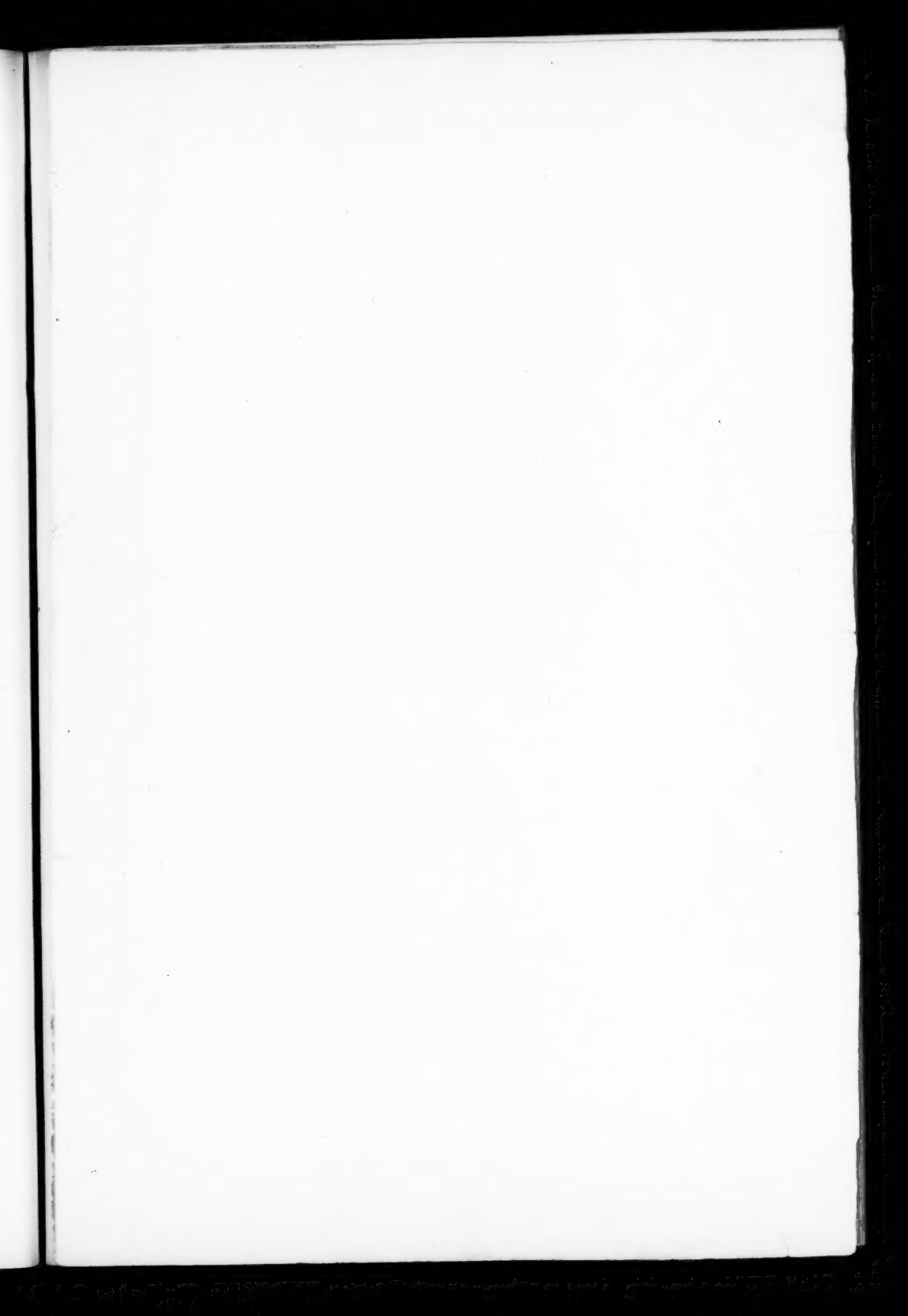
Foreign

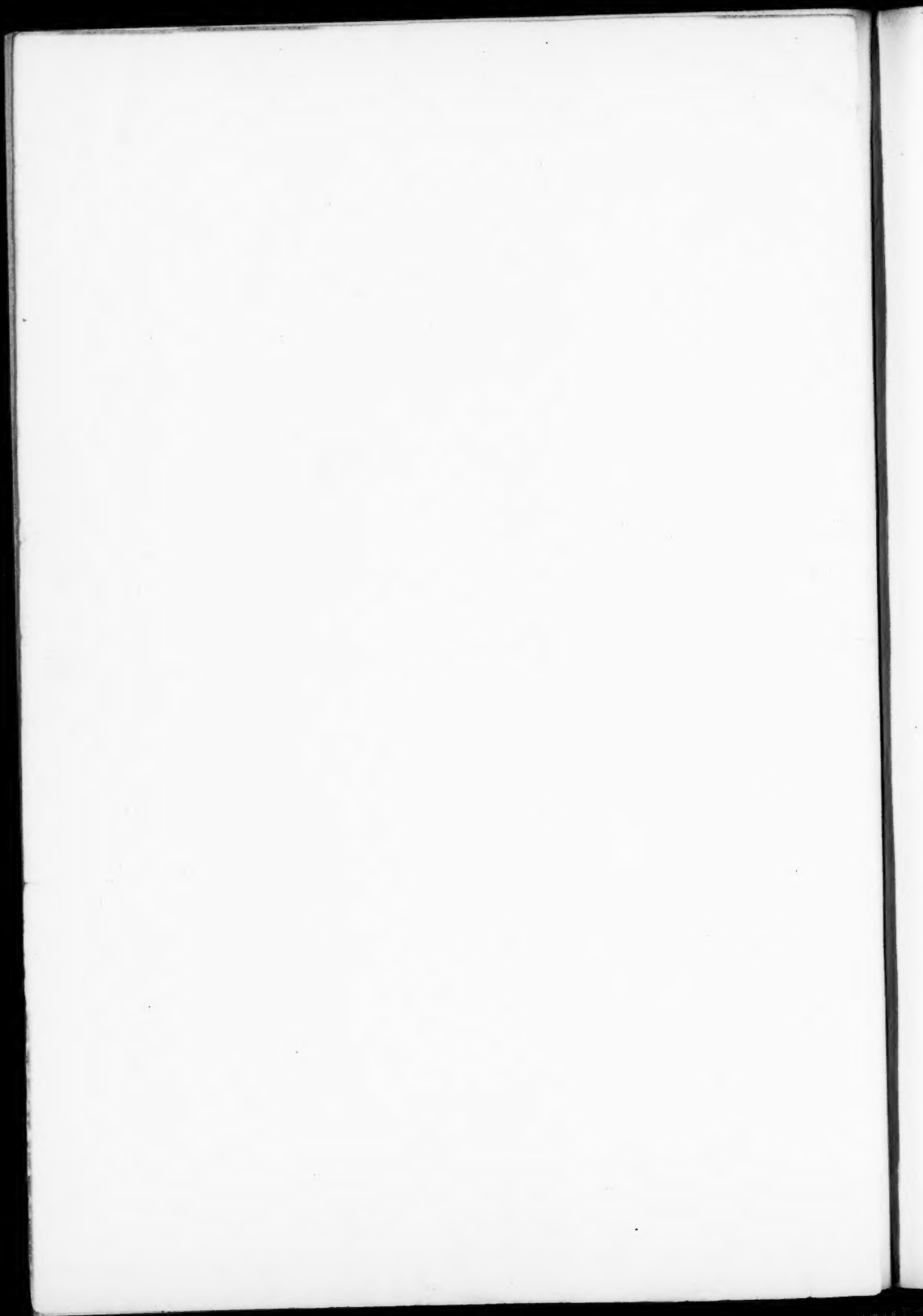
The report of the Imperial library of Japan shows a circulation in 1898 of 628,906v, with 167,870v. in the library. Of these latter 34,098 are European books, the greatest number of which are on mathematics; physical science and medicine, 5501v.

The John Rylands library in Deansgate, Manchester, was dedicated and opened to the public in October. This library is a memorial to her husband by the widow of John Rylands who was noted and beloved for his long years of generous giving to students and others preparing for literary careers.

Wanted—A position as cataloger in a New England library, by a woman of some experience in cataloging. Address S. J. Jewett, 38 Islington st., Portsmouth, N. H.

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